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ABSTRACT

This kit focuses on information that is useful for starting a collection development program. It contains 7 position descriptions, 10 documents on the role of committees, 4 organization charts, 5 documents on the organization of functions, and an analysis of a Systems and Procedures Exchange Center (SPEC) collection development survey. The survey, which was mailed to the 90 members of the Association of Research Libraries (ARL) in 1974, gathered information on the organization of the collection development function and the content of collection development policies in ARL libraries. Results from 60 responding libraries indicate that 51 (85%) have either an individual whose sole responsibility is collection development, a functioning collection development committee, or both. The survey includes statistics and commentary on: formalization and structure of the collection development function, role of the collection development officer, role of the collection development committee, decision processes, fund allocation, policy formulation, materials selection, monitoring expenditures for materials, concentration/diffusion of authority, use of collection development policy, cooperative programs, and collection evaluation. Results indicate that the collection development process is evolving toward increased formalization, more coordination of diverse interests, increased reliance on cooperative activities, and increased emphasis on collection weeding and secondary storage. (THC)

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September 1974

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Collection Development

Organization and Committees

Kit 11

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Systems and Procedures Exchange Center

COLLECTION DEVELOPMENT ORGANIZATION AND COMMITTEES IN ARL LIBRARIES

ISSN - 0160 - 3574

Until the 1950's teaching faculty frequently performed the collection development function in academic libraries. During the post-war period the number of large research libraries which assigned collection development responsibility to individual area and subject specialists on the library staff increased. More recently, many libraries have added upper-level staff to coordinate and oversee collection development activities.

Current collection development efforts illustrate the changing economic environment within which research libraries now operate. The need to operate within relatively stable budgets has replaced the emphasis on collection growth which prevailed through the early and mid-sixties. Collection development is now directed toward the challenge of providing continued support of research and educational programs with diminished buying power. This environment has increased the need for the coordination of diverse collections within libraries and for an increased reliance on national, regional and state-wide cooperation in collection development. It has also encouraged closer relationships with those involved in long-range planning for the parent institutions.

ARL libraries retain, however, the special responsibilities of research libraries, which include serving collectively as a national resource. Thus the primary task is the need to balance the local, regional and national responsibilities of research libraries with the realities of stable or diminishing budgets, higher costs, increased user demands, and increased publishing activity.

Survey Results

Survey results from 60 ARL libraries indicate a recognition of the need for a formally organized collection development function. Fifty-one (85%) have either an individual whose sole responsibility is collection development, a functioning collection development committee, or both. Sixty-six percent have collection development officers; 52% have a collection development committee.

Seventy percent of the collection development officers report to the director of the libraries; 30% to an associate or assistant director. However, the role and responsibilities of the collection development officers vary widely. While most (82%) reported a substantial role in actual materials selection, and 84% reported strong involvement in the development of collection development policy, only 15% indicated a high level of participation in the allocation of funds in the budgeting process. Similarly, the organizational location of the collection development officers varies, with most (60%) in bibliography departments or in acquisitions departments.

Thirty-one (52%) of the responding libraries reported having collection development committees, with members usually appointed by the director. Again the role of these committees varies among institutions but most (60%) are heavily involved in setting collection development policy, while 40% regularly participate in materials' selection and only 28% report a strong role in the materials budget allocation process.

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Budget Allocation

The major allocation decisions remain the direct responsibility of the director in most institutions. However, in almost every instance, other groups or individuals contribute to these decisions in some significant way. Collection development officers, branch librarians, and acquisitions librarians are frequently involved and teaching faculty are often consulted, individually or via library committees. Internal collection development committees rarely have a significant impact on allocations, but the need to rationalize the allocation of severely limited funds has increased the interest in allocation formulas.

Materials Selection

The ongoing responsibility for materials selection tends to be more diffuse than that for budget allocation. Typically the director does not devote substantial personal effort to this process, but rather assigns coordinating responsibility to collection development officers and/or committees, with actual selection carried out by these staff plus branch librarians and reference librarians. Acquisitions librarians are reported as having some selection responsibility in nearly every institution, although a minor one in most. Teaching faculty participation in collection development is reported as being largely dependent upon contact by library staff and is frequently irregular and informal.

The development of written collection or acquisitions policies is seen as one of the most important activities of both collection development officers and committees. Again, however, the process involves a range of individual staff with branch librarians, acquisitions librarians, reference librarians, library directors and teaching faculty frequently involved. The issues related to acquisitions policies will be explored at greater length in a future SPEC Flyer and SPEC kit.

Trends

The survey results indicate that the collection development process is evolving toward increased formalization, more coordination of diverse interests, increased reliance on cooperative activities and increased emphasis on collection weeding and secondary storage. These last two elements -- weeding and storage -- may be gaining importance as new library buildings become increasingly difficult to fund and as user studies continue to indicate that only a portion of any large research collection is in active use. In addition, there is some evidence that if economic trends continue, cooperative arrangements may increase in number, importance and magnitude.

Kit #11(106 pages)on Collection Development focuses on information useful for starting up a collection development program. It contains seven position descriptions, ten documents on the role of committees, four organization charts, five documents on the organization of functions, and an analysis of the SPEC collection development survey(1974). It is available for $7.50 to ARL members and SPEC subscribers and for $15.00 to all others, prepayment required, from: SPEC, Office of Management Studies, 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036.

POSITION DESCRIPTIONS

COLLECTION DEVELOPMENT
ORGANIZATION AND COMMITTEES
KIT NO. 11 - SEPTEMBER 1974

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UNIVERSITY OF BRITISH COLUMBIA

ADMINISTRATION

POSITION NUMBER: 003

LIBRARY CLASSIFICATION TITLE: Assistant Librarian for Collections

SUMMARY OF RESPONSIBILITY

Assists the Librarian in the administration of the Library, particularly in building the Library's book collections; in the planning and preparation of the Library's book budget submission; in the financial management of the book budget allocations and expenditure and in the administrative functions of the Bibliography Division and the Gifts and Exchange Division. Also assists the Librarian in consultation on formulation of policies relating to the development of the book collections. Participates in meetings of the Library's administrative officers.

SUPERVISION

Responsible to the Librarian and Associate Librarian. Follows existing policies and procedures of the University and the Library and new ones developed by the Librarian.

DUTIES

1. Current Books Collections:

a. In charge of selection of Approval and Blanket books programs, whereby new imprints are selected for the Library, relevant to the University's course of instruction.

b. Supervises where necessary, members of the Bibliography Division in their book-selection duties in connection with all programs.

c. Advises and consults with members of faculty and staff in the application of book funds to their most effective use in purchase of current materials.

d. Sorts and reviews publishers' announcements, advertisements and catalgoues in various languages and transmits them to the appropriate person for consideration or action.

e. Reviews and adjusts expenditures of money involved in purchase of current materials.

f. Writes and issues to faculty and staff directives or suggestions relevant to policy regarding book funds.

2. Library's Research Collections:

a. Is secretary of the Graduate Library Research Fund Committee which approves disbursements to faculty departments for purchase of special research books.

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b. Is responsible for approval of special expenditures from the Research Books Fund, and other funds.

c. Sorts and reviews second-hand dealers' book catalogues, lists, offers, quotes, etc. in many languages and distributes them to the appropriate faculty library representative for consideration, or to the proper Library personnel for consideration or action, with or without recommendation as required.

d. Works with members of faculty mainly through departmental library representatives, in the development of Main Library collections (and to a lesser degree those of the branches, such as Law, Mathematics, Bio-Medical, etc.). Cooperates by means of personal and telephone discussion, correspondence, preparation of bibliographic data and of desiderata lists, by discussion regarding worth of offers of special materials in collections, and by other similar efforts.

e. Works closely with heads of Bibliographic Searching Division and Acquisitions Division in controlling expenditures from all book allocations, and a score of special donations funds, in purchase of non-current books.

f. Calls and chairs meetings and discussions relating to bibliographic, selection, or other problems, or to define and apply standards, or to effect cooperation with other Library divisions or users of the Library's collections. Is chairman of regular meetings on collections problems. Is responsible for New Subscriptions Fund screening.

g. Acts as liaison officer with other university libraries or institutions, or groups, seeking information regarding book collections for survey purposes, or for possible cooperative action.

3. General:

a. To assist the Librarian in the formulation of policies and procedures and in the solution of problems through discussions, participation in meetings of the Library's administrative staff, and recommendations.

b. To deputize for the Librarian or Associate Librarian occasionally.

STANDARDS OF PERFORMANCE

Success of the Library's book selection program and proper management of the Library's book budget.

UNIVERSITY OF BRITISH COLUMBIA LIBRARY

COLLECTIONS DIVISION

POSITION NUMBER: 286

DIVISIONAL TITLE: Life Sciences Bibliographer

SUMMARY OF RESPONSIBILITY:

Is responsible, in conjunction with members of the library staff and faculty, for the selection and ordering of additions to the biomedical collection housed in the Woodward Library; assists in the development of collection policies for U.B.C., especially in the life sciences.

QUALIFICATIONS:

A fifth year LS degree is required as well as either a life science educational background or suitable library experience. Some knowledge of foreign languages and of the NLM and LC classification schemes would be useful.

RELATIONSHIPS:

Reports to the Assistant Librarian for Collections and works under the general direction of both the Assistant Librarian and the Biomedical Librarian. Supervises one library assistant from the Collections Division and gives direction to some of the Woodward Library technical processing staff in connection with acquisition and receipt of materials.

DUTIES:

1. Selection.

Is responsible for selection of new books for Woodward Biomedical Library. Scans national bibliographies, publishers lists and other sources of information to ensure that all appropriate new life science books are purchased; may be assisted in this by the Bibliography Assistant and Woodward reference staff.

Has overall responsibility for the selection of government publications at Woodward, and coordinates selection by any Woodward librarians who may be involved.

Scans appropriate sources for information on new biomedical journals and, in conjunction with the Biomedical Librarian and her staff, selects and initiates orders for those which will be added to the collection.

In cooperation with the Periodicals Bibliographer, the faculty and the Woodward staff, selects and obtains periodical backfiles which are suitable additions to the collection.

Works with the faculty and Woodward staff in the selection of older monographic material which supplement and round out the biomedical collection. Scans catalogues, prepares desiderata lists and corresponds with dealers in an attempt to obtain these items.

DUTIES: - Selection

Supervises any approval plans for Woodward Library; prepares and adjusts the profile of the Library's requirements; consults and corresponds with approval plan vendors.

2. Searching, acquisition and processing.

Gives general direction to staff involved in the searching of and assignment of vendors and funds for all material ordered for the Woodward collection and related branches and reading rooms. Personally searches new serial orders.

Meets and corresponds with publishers' and vendors' representatives to obtain the best financial terms and the speediest acquisition of books. Reviews long outstanding orders for appropriate action.

3. Liaison and coordination.

Consults with Woodward staff at all levels. Acts as liaison with staff of Main Library divisions, other branches and reading rooms on matters of book selection and collection development. In cooperation with Woodward librarians meets with members of the faculty to determine their needs.

Acts as the central point or coordinator for all requests from users for biomedical books and serials not yet in the library; is used as a referral point by reference librarians for queries from the public regarding the availability of new books or the services of book dealers.

4. Supervision.

Gives general direction to the Bibliography Assistant, particularly in matters of policy. Is involved in the guidance of some of the Woodward technical services staff in connection with acquisition and receipt of material.

5. Coordination of collections policy.

At the request of the Assistant Librarian for Collections or the Biomedical Librarian serves on committees and takes part in discussions dealing with the coordination of collections at U.B.C., within B.C., and among life science libraries elsewhere.

6. Monitoring of funds.

Is responsible for deciding the details of how various funds will be spent and for monitoring expenditures so that the amount of material ordered is consistent with the allocations.

7. Reports.

Prepares reports (including statistical summaries) and proposals for Woodward staff, appropriate committees within and without the library in connection with responsibilities described.

STANDARDS OF PERFORMANCE:

The quality and quantity of the material ordered should be consistent with the library's collection policy and available funds. Book selection should proceed without unnecessary delay and with due regard to the relative urgency of different items. Should have or develop a basic knowledge of all the biomedical sciences and should keep abreast of new developments in them. Should develop and maintain a smooth working relationship with the staff of Woodward Library and other appropriate divisions. Should have sufficient organizational ability and self-discipline to maintain an efficient flow of work through the selection, searching and ordering units.

III. Description of Collection Development Bibliographers major areas of responsibility.

A. Selection of current publications

1. Review of books received by standing order approval plans in one's fields of specialization. A summary of the Library's various plans are listed below.

a. Standing order approval plans for domestic and Canadian publications.

1) Richard Abel: Books in the biological sciences, the humanities and social sciences, the physical sciences and engineering, and creative works, e.g., poetry, novels, etc.

2) Phoenix Book Shop: Books and avant garde pamphlets published in the United States.

3) Stacey-Brodart: Books on human and veterinary medicine.

b. Standing order approval plans for European publications.

1) Marcel Blancheteau: Monographic publications dealing with French language and literature.

2) Otto Harrassowitz: German language publications dealing

with German language and literature and the field of mathematics.

3) Livres Etrangers: Monographic publications in the Russian language dealing with history, political science, viticulture and enology.

4) B. F. Stevens and Brown: Monographic publications published in England in all subject fields.

c. Latin American standing order approval plan.

1) Centro Interamericano de Libros Academicias (CILA). Monographic publications issued by Latin American universities, institutes and learned societies.

2. Review of various national bibliographies for publications not automatically shipped by agents on the various standing order plans. The bibliographies routinely checked are: Publishers Weekly, the British National Bibliography and Livres dug Mois.

3. Selection from review media. Each bibliographer is expected to review a limited number of scholarly publications and/or reviews for the selection of other current works required to support our academic program which are not automatically received by standing order, e.g., the Time's Literary Supplement, Nature, Physical Reviews, etc.

4. Guidelines for current book selection.

a. Books falling into the scope of our various standing order plans should not have special orders placed for them unless there is a good reason to suspect that a title will not automatically be received on the standing order plan, for example, the publication of a learned society or institution which does not normally release its publications through the normal book trade. Exception: a title urgently needed for class or research use may be ordered on a rush basis.

b. The selection of new books from combined antiquarian/new book catalogs should be held to a minimum. The data supplied for new publications listed in such catalogs are frequently insufficient for the placement of orders. In addition, the selection of a large number of current books from antiquarian/new book catalogs serves only to slow down the Acquisitions Department "Reserve" process for publications that are actually out-of-print.

c. Special orders should not be submitted for books which will be automatically received on continuation orders, e.g., monographic series received by the Serials Records Section of the Serials Department. Problems arising in this area such as certain publications of the National Research Council should only be requested from that agency's special listing of forthcoming publications. If problems are encountered these problems should be discussed at special meetings of the Collection Development staff.

5. Retrospective collection development assignments.

a. Short-term projects. The selection of titles required to enable the Library to meet an immediate need, e.g., bibliographies and reference works required for a new class or group of related classes offered by an academic department.

b. Long-term projects. Collection of titles from various subject oriented lists and bibliographies of works required to meet the long-range needs of the campus' teaching and research programs.

c. Selection from antiquarian catalogs and lists and the evaluation of collections or individual gifts offered the Library in a bibliographers field of specialization.

Note of Caution: Unless a dealer's catalog is unusually rich, the number of items selected from a catalog should be limited to approximately 25 items. By following this procedure the Acquisitions Department is usually able to reserve the items selected by you the same day that the catalog is received. Same day processing frequently results in 80% of the items selected being received by the Library.

B. Faculty liaison. It is assumed that subject bibliographers will work actively with the library representatives (and other faculty members when necessary) of the academic departments for which they are responsible faculty assistance is needed to provide the Library with the advice required to implement both current and retrospective collection development work.

C. Liaison work with other members of the Library staff. The Collection Development Bibliographers are under the direction of Nelson Piper, an Assistant University Librarian. In his absence the bibliographers will be responsible to Mr. Vernon Lust, the Head of the Acquisitions Department. The bibliographers are expected to cooperate with other members of the Library staff in the development of collections of special interest to this Library from both a retrospective and current nature, e.g., the reference collection and the bibliographic collection.

D. Write-ups for special library acquisitions.

Subject bibliographers are expected to assist in the preparation of descriptions of special acquisitions for the Bibliograph. C'UD, various library journals and the UCD Public Affairs Office.

E. Collection Guides and Subject Bibliographies.

As time permits, subject bibliographers are encouraged to engage in the preparation of guides to the Library resources and in the compilation (and/or annotation) of subject bibliographies that will serve as useful teaching or reserarch aides for the academic community. On occasion, time-off for research projects of the above nature can be obtained under the provisions of Library Policy Statement C-10.

F. Assisting in the verification of difficulty to identify titles in a subject bibliographers field of specialization.

MAP:ew

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DARTMOUTH COLLEGE LIBRARY

SPECIAL SELECTION OFFICER

DUTIES:

1. Coordinates with the departmental library representatives the selection of materials in assigned disciplines.

2. Is responsible for major purchases of library materials of an interdisciplinary nature, both printed and in microform.

3. In addition to assigned disciplines analyzes, in cooperation with the public service departments, needs for library resources for interdisciplinary programs of the College.

4. Assists the Associate Director in overseeing the overall quality of selection to insure optimum distribution of available funds according to the most pressing resource requirements.

5. Assists with the establishment and maintenance of branch collecting scopes. Decides where variance from scope is feasible without damage to other collections.

6. Acts as final authority on the discard of library materials.

7. May do other selection related work that will enhance the collections and bring greater service to students and faculty.

QUALIFICATIONS:

Education:

1. Graduate degree in Library Science.

2. Advanced degree, preferably PhD, in one of the assigned disciplines.

3. Two or more foreign languages.

Experience:

Several years experience in the selection of resources for a large academic library.

Personal Qualifications:

1. Ability to deal with students, faculty, and other staff members with tact and diplomacy.

2. Interest in the overall development of library collections to serve the needs of students and faculty and to maintain excellence in all subject areas of real or potential value to the curriculum of the college.

Job Description of the Assistant University Librarian for Collection Development

In regular consultation with the University Librarian, the Assistant University Librarian for Collection Development coordinates all aspects of book and journal selection on the Evanston Campus, and directs the acquisition program of the University Library. He is concerned with all collecting fields, but will give chief emphasis to the humanities and social sciences. Library staff members in all departments report to him in matters relating to the selection of library materials.

He works closely with the Order and Catalog Divisions to ensure effective implementation of collection development policies, i.e. that priorities are observed in ordering, that prompt communication regarding materials received is maintained, and that the public catalog provides proper access to the Library's resources.

He serves as a liaison officer with users, translating their needs for library materials into the placement of orders, and communicating their needs for access to the technical services Divisions.

He develops and maintains a general acquisition policy for the University Library sensitive to the requirements of teaching and research. The acquisition policy so developed is intended to provide general guidelines, but will at the same time be flexible and responsive to changing academic patterns within the University.

He maintains close and frequent contacts with individual faculty members, faculty library committees, students, and others concerned with selection of materials; with other libraries in the Chicago area whose collections may be of interest to Northwestern University users, and the presence of which may affect our collecting policies; and with the booktrade.

The Assistant University Librarian for Collection Development is one of chief administrative officers of the library system reporting to the University Librarian, and shares in the general administration of the Library.

The Assistant University Librarian for Collection Development has the primary responsibility and authority for the building and shaping of the library collections within the Northwestern University Library System - Evanston Campus and the Schaffner Library - Chicago Campus.

Building and shaping the collections includes primary responsibility and authority for creating and administering the book budget. Implementation of the book budget takes place by selection and purchase of library materials and the solicitation of grants and gifts for the entire library system as described above. Shaping the collections includes the primary responsibility and authority for preservation, replacement, changing format, and withdrawing library materials.

This mission is carried out by the Collection Development Division in concert and liaison with the appropriate personnel in other divisions of the library as well as with the administration, faculty, and the students of Northwestern University.

The Collection Development policy provides the guidelines for the acquisition of library materials through purchase or gift for the Northwestern University Library System. This policy also identifies those librarian positions whose responsibilities include a collection development role.

The Assistant University Librarian for Collection Development in concert with the University Librarian and the Curator of Special Collections will advise, provide liaison, plan and execute the activities of the Library Council and other such activities which relate to gifts, grants and fund raising to augment and enrich the collections of the Northwestern University Library.

June 1974

Job Description - Coordinator of Library Resources - Pittsburgh

The Coordinator of Library Resources reports to the Director of Libraries and administers the Library Resources unit which consists of Bibliography, Special Collections and Gift and Exchange with a staff of eleven full time and two part time Librarians and eight full time library assistants.

The major responsibility is the coordination of collections development in the University of Pittsburgh System Libraries to insure efficient use of library materials funds for the support of the learning, teaching and research activities of students and faculty. This requires maintaining a working knowledge of University goals and academic planning, a working knowledge of the book market, and knowledge of and participation in resource-sharing activities. The Coordinator guides the development of collection and selection policies; recommends, allocates, and monitors the library materials budget; guides the planning and implementation of collection evaluations for the purpose of identifying needs; maintains communication with faculty library representatives and other faculty groups interested in collection development; and recommends policies relating to preservation, special handling, and processing priorities of library materials.

The Coordinator also has the option of acting as bibliographer for at least one department.

In addition, the Coordinator consults on the participation of the department in areas of joint responsibility such as library instruction and preparation of specialized bibliographies and access tools. Consultation on problems of interface with Technical Processing also occurs.

As a member of the Management Staff, the Coordinator participates in overall library planning and development.

FMP/ken/clh

CHIEF OF COLLECTION DEVELOPMENT -- JOB DESCRIPTION

1. Responsibilities

a) Has general responsibility for selection of books and journals for Temple University, exclusive of Law and Medicine.

b) Is responsible for overall expenditures for books and journals, inclusing the allocation of budget funds to staff engaged in book selection.

c) Acts as liaison with academic departments and individual faculty members in matters pertaining to book selection and collection development.

d) Makes recommendations to the Director pertaining to acquisitions and collection development policies and procedures for implementing such policies.

e) Co-operates with other institutions in decisions on the purchase of books and journals.

f) Works with technical services departments within the library in the development of specific procedures and methods for ordering and handling materials.

g) Functions as head of Bibliography Department with supervisory responsibility for book selection, gift handling, withdrawals, replacements, approval plans, distribution of publishers' announcements and catalogues. The staff consists of six professional librarians and a supporting staff of non-professionals and student assistants.

h) Responsible for training and development of the staff within the Bibliography Department and for all procedures within the department.

i) Responsible for book selection in African and Black Studies, and in any other fields not handled by other staff members either temporarily or permanently.

2. Decision-making authority

Selection of staff for the Bibliography Department and recommendations for dismissal as necessary; assignment and review of duties; budget expenditures; priorities in collection development. Responsible to the Director for all these matters.

JWB:sf

Typical job description for bibliographer

1. Selection activity

   Responsible for selection of books and journals for Paley Library collection in the field of ... (e.g. history, political science, urban studies).

   Selection includes: review of books received on approval; supplementary selection of both current and out-of-print materials from selection forms, from dealer's and publisher's catalogs and announcements, and from reviewing journals; screening of orders submitted by faculty.

2. Decision-making authority

   Responsible for expenditure of budget allocation for the above fields and decisions on appropriate purchases within these fields.

3. Liaison with appropriate university departments and offices, and with individual faculty or staff in those departments and offices. This can involve consultation on budget and collection development priorities, the exchange of information on titles of interest, the preparation of bibliographies and reports pertaining to collection analysis and evaluation.

4. Other special duties as assigned or required, e.g. assistance to other library departments in collection development matters, assistance to departmental reading rooms, co-operation with neighboring institutions, decisions on withdrawals, replacements, inventories.

ROLE OF COMMITTEES

COMMITTEE ON COLLECTION DEVELOPMENT

The Committee on Collection Development is a standing committee of selected members of the library staff. Its area of responsibility consists of general and continuous functions as well as short-term specific tasks.

MEMBERSHIP

The membership of the Committee consists of the Coordinator of Collection Development as chairman, and other staff members appointed indivdually for terms of 1 year or longer by the Librarian to the University.

TERMS OF REFERENCE

The Committee will function as an advisory body and central information resource to the Library Administration on questions of collection development and on other questions having implications for collection development. It will both initiate studies and inquiries and also respond directly to requests from within and outside the Library for background information, advice, and recommendations in both policy and procedural matters. All library departments are required to cooperate with the Committee in furnishing information and to participate in Committee discussions and projects when so requested by the Committee. The Committee will have a formal and explicit advisory function to the Library Administration, Library departments, the GFC Library Committee, and to teaching departments.

SPECIFIC FUNCTIONS

(A) Continuing Monitoring Functions

1. On at least an annual basis the Committee will attempt to determine and explicate the collection development objectives of each library department and teaching department and define such objectives in terms of a) book fund implications, b) manpower implications, c) the cost-effectiveness of alternative means of attaining the stated objectives.

2. The Committee will submit an annual written report to the Library Administration and to the GFC Library Committee on whether explicit objectives are being attained, will offer recommendations for modified emphasis or use of funds and resources when this would appear indicated from analysis of all the factors of the situation, and will give forecasts on the status of realizeable objectives from an analysis of the most recent booktrade information, acquisitions and access methods, research trends, etc.

3. The Committee will analyze developments in teaching and research on campus, and elsewhere, and advise appropriate departments of the collection development implications of new or changed programs.

4. The Committee will review and advise on the implications for collection development of all library public and technical service operations and developments.

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5. The Committee will be the responsible body for the overall coordination and direction of specific staff development programmes for library subject and area specialists. The Committee will develop criteria for the definition of collection development subject specialists in terms of minimum background and experience. Programmes of individual library departments will comply with the criteria developed by the Committee and approved by the Library Administration.

(B) Short-Term Functions

1. The Committee will independently undertake and assign projects to assess the strength and weakness of collections in specific subject areas. Priorities for such needs will be assessed from information gathered at public service contact points, from an analysis of inter-library loan and circulation transactions, from interviews with faculty and students, and from checking standard lists.

2. The Committee will submit developmental proposals documented with the facts established according to (B) 1, and a request for funding commensurate with what can be usefully spent within known constraints of supply and available manpower for labour-intensive checking and bibliographic work.

3. The Committee will monitor the immediate and continued effectiveness of all specific developmental programmes for collections, for those initiated by teaching departments and library departments as well as for those initiated by the Committee itself.

Arizona State
August 1973

COLLECTIONS DEVELOPMENT COMMITTEE

Organization, Purpose, Procedures

MEMBERS: Dr. Donald W. Koepp, Elliot Palais, Mirek Borovansky, Sheila Walters and Linda Thanukos.

PURPOSE: The Committee will review request for purchases which, for one reason or another, cannot be processed routinely. Requests in the following categories are within the scope of the committee:

1. All items to be purchased from the University Librarian's Fund.
2. The remainder of 9800 funds (after all requirements for this fund have been satisfied).
3. Any large purchase (i.e., over $500), no matter what fund is involved.
4. Requests from departments having no fund of their own.
5. Requests referred to the Committee by the Acting Head of Acquisitions.

PROCEDURE: Request will be received by Acquisitions service for preliminary checking. If over $500, Acquisitions will check with the University of Arizona to determine if they intend to purchase (in accordance with our cooperative acquisition agreement). We will not consult with the University of Arizona on the purchase of reference works or other items which are not expected to be available through interlibrary loan. Acquisitions will also check on the availability of works at the Center for Research Libraries. The Committee will review the requests not eliminated by these procedures and will approve or reject the requests by majority vote. The members of the Committee will sign rejection forms which will indicate the reason for rejection. Rejected requests will be returned to the subject specialist, who will have an opportunity to defend the purchase, using documentation from faculty members if he wishes. The Committee is expected to meet at least once every two (2) weeks. Other meetings may be called as needed, e.g., to consider purchase of a collection.

MISCELLANEOUS DUTIES: The Committee will review the Abel Approval Plan, the blanket orders and standing order plans. It will also consider alternatives to our present serials acquisition policy.

CHARGE TO THE COLLECTION DEVELOPMENT COMMITTEE

The particular area of concern of this committee shall be all aspects of collection development, to the end that the Library collection shall be so constituted and so deployed as to serve most adequately the varied needs of the UCLA community. This shall involve the identification of areas of insufficient and needlessly overlapping coverage, and the consideration of the transfer, replacement, and weeding of materials. In its deliberations the committee shall consider the current guidelines used in developing the collections of the various library units, including levels and limits of coverage.

The Committee shall also advise the Assistant University Librarian for Collection Development on the outlines of budget allocations, on planning with relation to collections available in other institutions, and on such other matters as the Assistant University Librarian may seek advice. As policy changes occur, or new collection areas are developed, information on such changes shall be communicated to the appropriate units and/or individuals.

The Collection Development Committee shall consist of nine members, one of whom shall be the Assistant University Librarian for Collection Development, serving as a continuing, participating, ex-officio member. Eight members shall be appointed by the Network Operations Committee, according to its basic procedures, for terms of one year each, two to be replaced at the beginning of each quarter. One of the two members appointed each quarter shall have an assignment which includes the selection function and is so listed in the Functional Allocation of Staff supplied to the Administrative Office by Unit Heads.

Revised June 14, 1972

Indiana University 1975

Collection Development Committee

The Collection Development Committee shall be a standing committee composed of six members who shall be appointed by the Library Faculty Council for a term of one year, and the administrator responsible for collection development, ex officio and voting.

The functions of the Collection Development Committee shall be as follows:

A. Review the collection and recommend the appropriate relationships to the curricula and instructional programs both offered and proposed.

B. Review and recommend the appropriate relationships of the sub-collections to each other and the allocation of resources for their maintenance.

Indiana University's current collection development policy places the responsibility for developing collections with the librarian/curator of those collections. In addition to the department heads and branch librarians, IU employs subject and area specialists who work to acquire, weed, and interpret their collections to faculty and students.

We have no formal statements of intent to collect as yet, but rely on the librarians and specialists after consultation with their constituents.

UNIVERSITY OF NEBRASKA-LINCOLN

The University Libraries June 11, 1973

The Board on Library Resources

In outline the Board on Library Resources has been concerned with the following:

Knowledge of the teaching and research program

Policies on collection building
- Acquisition policies
- Evaluation program [and its management]*

Budget for library materials
- Preparation of request based on needs
- Allocation of books and periodicals funds
- [Control, monitoring and adjustments]*
- [Management of the general book funds]*
- Abel
- Abel Reprints
- Out-of-print
- Bibliography and reference
- East Campus core
- Library Divisions

Development [and management]* of blanket order programs

University Foundation gifts and accounts [and their management]*

Center for Research Libraries' acquisition program
- [voting on selections]*

*Functions in brackets are "line" functions performed by Public Service and Technical Service librarians.

The Board on Library Resources is a vehicle for coordinating the policies, programs and procedures for building and evaluating the collections of the University Libraries. The scope of the Board's interests and activities encompasses the total library system.

The purpose of the book collection is to support and enhance the University's teaching and research programs, now and in the future. A secondary purpose is to support research interests throughout the state above the level which is not normally expected at other institutions of higher education. Because the University Libraries' collection is the only true general research collection in the state of Nebraska, this secondary mission must always be kept in mind.

The requisite knowledge of the University's teaching and research programs is gained largely by informal means. Often important information about contemplated or realized changes in the programs reach the Libraries in a haphazard or even accidental way. Nonetheless the comprehensive, albeit collective knowledge is absolutely necessary to the work of the Board.

The policies on collection building - written or unwritten - are based on the needs of today and on the anticipated needs of future scholars and scientists. A library's collection building program must be designed to take a long range view. A community of scholars and scientists changes in personalities and in library requirements. A long range view is often difficult to sustain, if only because of the intense daily pressure librarians are under to spend all available funds on today's desires.

The Board's functions as outlined above are staff responsibilities. The work of the Board has been regarded as a staff function, advisory to the Direcotr of Libraries. Policy is clearly the prerogative of the Director's office. Programs, once approved, are delegated to the various departments of the library. Procedures to accomplish approved programs are worked out in the normal course of business.

The functions and activities of the Board should be examined for confirmation or change of relationships and for the delegation of responsibility and authority.

University of New York at Buffalo

State University of New York
Buffalo

ASSISTANT DIRECTOR FOR COLLECTION DEVELOPMENT

THE UNIVERSITY LIBRARIES

May 28, 1974

To: Members of the University Libraries Collection Development Committee

From: Charles B. Osburn, Assistant Director for Collection Development

Subject: The Committee's Work

Recently you received from Mr. Smith your appointment to the University Libraries Collection Development Committee. The list of responsibilities appended to that letter indicates the broad range of concerns you will be involved in as a Committee member. Not many years ago there probably was much less need for an organized approach to controlled collection development in the University Libraries, because limitations were to be found mainly in the Libraries' capacity to process and store their acquisitions, and in the ability of subject librarians to build effective collections of permanent value. Today and in the foreseeable future, however, we are faced with a different and very serious limitation: that of fiscal resources. This is a problem which will not dissappear if ignored and, in fact, one which will bring disaster to our library collections and their support of University teaching and research if we do choose to ignore it.

State funding for universities in general and for university library acquisitions in particular has reached a stable level. We can be fairly sure that, for the next few years, what we call growth and expansion will not be funded. Indeed, we cannot even be certain that increased funding to offset economic inflation and to cover contingencies will be forthcoming. Consequently, a new responsibility has been placed on all University administrators, that of demonstrating the effective use of money and proving the efficiency of a rational, well-planned program where expenditures are concerned. For collection development in the University Libraries, this means ensuring equity in general allocations, based upon a close alignment of the Libraries with the University's academic programs. The assumption of this responsibility is in harmony with the University administration's effort to pull together the units and divisions of the University and coordinate them in a cohesive structure.

The present and foreseeable level of library acquisitions support implies two basic alternative courses: the development of equally mediocre collections throughout; or collection development to the various respective levels and strengths of teaching and research as they now exist and as they are planned. The University Libraries choose the latter course as the one which will support the administration's plan to become an important institution of higher learning.

Our greatest challenge at this point in time is to adopt and implement a new concept of collection development. Formerly, and perhaps to a greater extent at SUNYAB than at many other universities, collection development was characterized by competition among library units for additional funds, the chief aims being those of increasing the budget and expanding the collections generally. From now on, however, any added fiscal support will probably be geared to offsetting inflation and coping with contingencies, rather than to the growth of collections. Therefore, collection development must be viewed in an entirely different light, for it now becomes a question of library units cooperating in order to find ways to cut down on expenses and to cut back on areas of expansion. As a Library Administrative Council Committee, it is a function of the University Libraries Collection Development Committee to work together for the good of the University and to rise above vested interests. In that spirit, guiding themes of the Committee's work will be the evaluation of the collections' effectiveness vis-à-vis identified needs and the tailoring of collection development strictly to the various levels of those needs.

You will be informed by telephone about the scheduling of the Committee's first meeting. On the agenda are the following topics: a) purpose of the Committee and how it will work; b) some of its specified activities in the next year; c) recurring problems such as serials; d) Center for Research Libraries, Western New York Library Resources Council, and FAUL projects; e) available funding; f) special general funds; g) the unallocated reserve of $190,000.

I very sincerely look forward to working with you on what I believe to be a most important mission: that of assuring the University and the State that acquisitions funds are being used to give the best possible support to the University's activities, plans, and aspirations. This should be a rewarding experience for all of us, for we shall learn a great deal about a different aspect of collection development, about planning, and about cooperation. The success of the Committee's work depends heavily upon the spirit in which it is undertaken.

May 14, 1974

To: James Coover
Florence DeLuiso
Shirley Hesslein
Roger Palmer
Diane Parker
Annegret Richards
Norma Segal

From: Eldred Smith
Director, University Libraries

Subject: University Libraries Collection Development Committee

I am very pleased to confirm your appointment as a member of the University Libraries Collection Development Committee, which will be chaired by Mr. Charles Osburn, Assistant Director for Collection Development. The responsibilities of the Collection Development Committee are as follows:

1. To recommend to the Library Administrative Council collection development goals for the University Libraries;

2. To assist the Assistant Director for Collection Development in preparing and keeping current a plan for long-range collection development policy and programs;

3. To review and make recommendations to the Library Administrative Council regarding University Libraries-wide collection development policies;

4. To develop and coordinate University Libraries-wide collection development programs;

5. To develop and recommend to the Library Administrative Council priorities in the implementation of collection development programs;

6. To make recommendations to the Library Administrative Council regarding the formulation and implementation of collection development standards;

7. To identify and make recommendations regarding policies and procedures in any area of University Libraries operations that may impact upon the proper functioning of collection development;

8. To recommend task forces or individuals, as needed, to deal with specific problems pertaining to University Libraries collection development;

9. To improve overall coordination within the University Libraries and afford avenues whereby communications may flow freely, fully, and systematically;

10. To undertake such other functions and duties as may be delegated by the University Libraries Director, Associate Director, Assistant Directors, or the Library Administrative Council.

I regard this Committee as an extremely important vehicle for the review and development of University Libraries collection development programs, procedures, and policies. I am confident that you will make an important contribution to its successful fulfillment of these substantial responsibilities.

ES:kk

cc: Mrs. Abell
Library Administrative Council

STANFORD UNIVERSITY LIBRARIES

To: Present and prospective members of the Acquisition Council

From: E. M. Grieder

Subject: Constitution of the Council

At the meeting of December 10, 1971 the reorganization of the Council was discussed. It has up to now excluded a number of librarians with substantial acquisition responsibilities; but in order to add these without increasing the size of the group to proportions which would hamper the reporting and free discussion everyone considers so desirable, some members with predominantly administrative responsibilities would have to be dropped; and for some departments or libraries a representative selector would be added. in the expectation that this librarian would report for all his colleagues, and carry back to them items of interest or matters requiring local discussion.

After much thought the following membership of 25 is proposed, to begin with the meeting on February 11, 1972. If you have any comments or objections please let me know as soon as possible. A formal notice and agenda for the meeting will be sent out later. The Minutes will be sent to all who have up to now been members of the group.

Proposed membership of Acquisition Council

University Libraries:

E. M. Grieder - Associate Director
J. Barclay - Special Collections
R. Hansen - Acquisition Dept.
A. Latta - Govt. Documents Dept.
B. J. Pooler - Science Dept.
J. Breedlove - Latin American Materials
P. Frank - Germanic Languages
P. Kann - Romance Languages
W. Zalewski - Russian and E. European Materials
J. Knox - General Reference Dept.
J. Finch - Art Library
E. Colby - Music Library
E. Olson - Education Library
P. Johnson - Meyer Library

Hoover Institution:

J. Bingaman - Western Language and Latin American Collections
P. Duignan - Africa Collection
J. Ma - East Asia Collection
K. Maichel - East European Collection
A. Peterson - Western and Central European Collection
G. Rentz - Middle East Collection

Law Library - M. Jacobstein

Lane Medical Library - P. Stangl

Food Research Institute Library - C. Milford

SLAC Library - G. Owens

Jackson Library of Business - M. Smith

When the Council was reorganized after a lapse of some five years, the following purpose was entered in the Minutes of the first meeting on January 19, 1965:

1. The identification and discussion of problems arising from the several collecting programs of the libraries, which require coordination and definition to avoid unnecessary duplication on the one hand, and accidental omission of important materials on the other.

2. The surveying and consolidation of serial sets and other cognate collections which have been acquired by more than one library.

3. The communication of information and ideas among the libraries responsible for building the several collections of the University.

4. The detection of weaknesses in existing programs which should be remedied by assumption of responsibilities for collecting materials not specifically in the province of any library or its associated research and instructional programs, but essential for a large research library.

Your comments on this statement would be most welcome.

E. M. Grieder
January 11, 1972

WASHINGTON UNIVERSITY LIBRARIES

May 21, 1969

To: Members of the Library Staff

From: William H. Kurth, University Librarian & Associate Director

Re: Establishment of the Collection Policy Committee

I wish to establish, effective immediately, the Collection Policy Committee. Miss Marjorie Karlson, Assistant Director for Reader Services, will be Chairman of this Committee. The other members will be John Strecker, Chief, Acquisitions Department; Mrs. Elizabeth Roberts, Science-Technology Bibliographer; Mr. William Matheson, Chief, Rare Book Department.

The mission of this Committee is to consider the entire range of the collection development process, identify and define present collection building practices and to formulate written collection policy statements to the University Librarian for his consideration. In this work the Committee will work closely with both faculty and Bibliographers in the identification and determination of needs. Cognizance will be taken of our membership in the Center for Research Libraries and holdings of other libraries in the area, region, and nation in the elaboration of our policy.

September 26, 1973

To: Kenneth Mabers, Chairman, Collection Policy Committee

From: William H. Kurth, University Librarian

The Collection Policy Committee was established in May 1969. I enclose a copy of the memorandum which specifies the mission of the committee. The purpose of the present memorandum is to enlarge the scope of the responsibility of the committee in two areas.

1. Evaluations of the Collections. Evaluation of the collection signifies examination by the committee of material which can be transferred, discarded or sold. The main thrust of the responsibility here is to reduce the holdings of the Library where need for the material has changed such that it is improbable that the materials will be utilized. This is really the reverse of collection policy in its positive sense but many of the principles and criteria useful for collection development in this positive sense will also be usable in considering the removal of materials from the collections.

2. Related to the above point is the responsibility of the committee to determine appropriate location in campus libraries for different kinds of material and to formulate policies regarding such location and policy on duplication. This is related to the first item where transfer was part of the evaluation of collections.

WHK/sb

Enclosure

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Library Collections Committee

REPORT

March 31, 1974

Alfred G. Engstrom, Department of Romance Languages
J. Douglas Eyre, Department of Geography
S. Shepard Jones, Department of Political Science
Lawrence M. Slifkin, Department of Physics and Astronomy
Harry Bergholz, Bibliographic Services, Library
Louise McG. Hall, Humanities Division, Library
James W. Pruett, Music Library, Chairman

It is axiomatic that a great university requires a great library, and that the highest levels of teaching and research cannot be reached without outstanding library resources. Moreover, if a university -- and specifically the University in Chapel Hill -- is to fulfill its state, regional, and national obligations, constant and close attention must be paid to library development, for if progress is difficult to achieve, deterioration is easily begun.

The Library Collections Committee is completely convinced that serious deterioration of the Library's resources has been taking place, owing to insufficient funding in recent years, that prompt action is required to prevent further deterioration, and that careful planning is necessary to avoid similar decline in the future. If such deterioration continues, any distinction that a university library may have attained is soon lost, and a distinguished faculty can neither be recruited nor maintained in the university. The Committee offers this report and supporting documents as one assessment of the Library today and as an instrument for use by the Librarian and other officers in planning for the future of the University.

- - - - -

The Library Collections Committee was constituted in September, 1973, by the University Librarian, James Govan, in response to a request from Chancellor Taylor to develop a long-range plan for Library development. As defined by Dr. Govan, the charge to the Collections Committee consisted of two main elements: 1) to determine as specifically as possible deficiencies and desiderata in

the Library's collections, deficiencies that have arisen from inadequate funding during recent years; 2) to project future funding levels that will provide for adequate and orderly development of the Library's resources over the next twenty years and that will provide some assurance that serious deficiencies in our holdings will not reappear. The Committee was instructed to determine with some degree of accuracy the costs involved in eliminating identified deficiencies in the collections, costs over and above those funds required annually for support. The charge stressed that the Committee should enlist broad faculty participation in the gathering of data in order that the final report might reflect the needs and best judgment of the faculty. At the outset, then, department chairmen and department book chairmen were urged to consult widely with their faculty in the preparation of their reports.

Two means of reporting desiderata were devised. First, specific titles of importance — sets, serials, and the like -- were to be reported individually on specially prepared cards. Second, blocks and areas of deficiencies were to be identified as carefully as possible and estimates of costs given. In addition, each department was asked to submit a projection of future funding levels that would be adequate to cover expected needs, taking into account the teaching, research, and publication expectations in its discipline, as well as in the department.

The response of the faculty and library staff to the requests of the Committee has been exemplary and gratifying. It is obvious that our requests were taken with seriousness and responded to with equal care. The thousands of man-hours of faculty time that were spent in

documenting the needs expressed in reports to the Committee testify to the importance ascribed to the Library by the faculty and to apprehension and concern that the collections have deteriorated seriously. The compilation of bibliographies and documentation of needs is a time-consuming and arduous job; in the present instance, it is a job completed with high quality and much excellence. Moreover, it was completed in a relatively short time, still more evidence of faculty interest and support.

Bibliographic Services received more than 4,300 cards for specific titles, submitted by some 36 departments, curricula, or library divisions. Eighty major reports identifying areas of deficiency were received, some of which are further divided into significant reports on smaller areas of concern. Vague, sweeping generalizations on areas of deficiencies are rare within these statements; typically, an area is identified, an estimate of the lacking sources made, and an estimated cost given.

In the following table we have combined the data submitted on cards and the statements on areas of deficiencies, giving the total cost for retrospective needs, arranged by department. The total estimated cost for these materials is $7,629,491.

DESIDERATA AND DEFICIENCIES

DEPARTMENT	FUNDING REQUIRED
Acquisitions Department	$ 25,110
American Studies	42,096
Asian Resources	133,910
Art	373,800

DEPARTMENT	FUNDING REQUIRED
Business Administration/Social Sciencies Division	$ 164,550
Carolina Population Center	580
Chemistry	124,472
City and Regional Planning	28,240
Classics	95,206
Comparative Literature	10,280
Dramatic Art	15,532
English	1,041,925
Folklore	15,511
Geography	20,540
Geology	123,700
Germanic Languages	401,918
History	2,671,189
Institute of Government	2,700
Humanities Reference Division	67,888
Latin-American Studies	634,013
Library Science	61,470
Map Room	22,286
Marine Sciences	35,995
Mathematics	30,275
Music	56,075
Operations Research	960
Peace, War and Defense	354,454

DEPARTMENT	FUNDING REQUIRED
Philosophy	$ 9,300
Physics and Astronomy	35,400
Political Science	38,600
Psychology	33,316
Radio, Television, & Motion Pictures	62,490
Religion	23,335
Romance Languages	543,325
Slavic Languages	118,370
Statistics	1,600
Undergraduate Library	135,130
TOTAL	$ 7,629,491

It is clearly seen that sizeable and serious deficiencies do exist in the Library's collections, that faculty want and need materials not presently in our holdings, and that substantial funds must be secured in order to purchase those materials. We urge in the strongest possible terms that every effort be made to secure funding for these retrospective purchases, purchases that would place the library closer to where it should have been during the past few years.

Three charts have been prepared to present graphically the national and regional ranking of the Library in three important areas: total volumes; expenditures for books, periodicals, and binding; and total expenditures. The national ranking is based on statistics gathered by the Association of Research Libraries from its eighty-one

members; the regional ranking, from Statistics of Southern College and University Libraries.

Total volumes. From 1963-1970, the Library remained in 3rd place, regionally, below Texas and Duke; in 1971 the Library dropped to 6th place, well below Texas and Duke, who consistently retained 1st and 2nd places, respectively. Nationally, the Library has fluctuated in recent years, from a high of 21st (1964), to a low of 26th (1970), to a slight regaining of placement, 24th in 1971.

Expenditures for books, periodicals, and binding. Regionally and nationally, the Library has fallen seriously behind in the last decade. Third in the region in 1963, the Library ranked 12th in 1972. Twentieth in the nation in 1964, the Library ranked 50th in 1972, a ranking that should cause grave concern on the part of the University.

Total library expenditures. The Library's regional ranking has been fairly consistent in recent years, from a high of 3rd (1963) to a low of 6th (1966). The Committee notes, however, that a downward trend may be present in that we have slipped from 3rd (1970) to 5th (1971) in only two years. The national picture is more dismal: from a high of 25th (1964) the Library moved rapidly downward to 37th (1968), and has regained the slightly higher ranking of 33rd (1971).

LIBRARY RESOURCES GROUP

Principal Administrator: Director, Library Resources Group

Parent Unit: Office of the Vice President for Information Services and University Librarian.

Role: To develop library collections suited to Columbia's needs; to organize them for effective use; to provide intellectual access to them through bibliographic devices, reference service, and instructional activities.

Objectives:

1. Strengthen Columbia's national and world position as a scholarly institution.
2. Build resources to support actual instructional activities of the university, frequently short term, expendable, flexible.
3. Build resources to support the present and future research needs of the university, primarily long-term, permanent, balanced.
4. Build resources to support commitments to regional and national resource plans.
5. Organize the collections for most effective use.
6. Preserve the collections.
7. Make resources available for use by the aid of specialized staff.
8. Create and maintain a bibliographic control apparatus which permits the full use of the library's resources in the most economical and efficient manner.
9. Create and maintain bibliographic devices which will permit the utilization of non-Columbia resources.

Functions:

1. Participate in planning use of computer technology in the libraries.
2. Recommend basic allocations for resources activities.
3. Control budgets for funds allocated to the Resources Group.
4. Exercise over-all control over resource expenditures through the library system.
5. Establish and enforce policy for collection development, including purchases, gifts, exchanges, documents, etc.
6. Plan and carry out programs and services of collection development.
7. Secure appropriate resources by identifying materials needed in developing the collections.
8. Monitor acquisitions policies of all units within the library system.
9. Solicit and coordinate subject knowledge of service center personnel in collection development.
10. Participate in decisions for location of collections.
11. Establish and enforce policies regarding preservation of library resources.
12. Plan and carry out programs of collection preservation.

13. Identify materials that require preservation decisions in terms of binding, filming, special care, reprinting, or other maintenance activities.

14. Participate in decisions relating to the organization of the collections.

15. Establish and enforce policy of bibliographic control, system-wide.

16. Originate and update bibliographic records for monographs, serials, documents, and non-book materials.

17. Maintain quality control of the existing and newly created bibliographic records, both central and departmental, by catalog editing and by aid to service center personnel.

18. Participate in providing in-depth reference assistance.

19. Provide professional assistance to faculty members and researchers.

20. Coordinate the utilization of library personnel for reference service, system-wide.

21. Relate library resources to instructional programs by working in planning projects, developing curricula, and making presentations in classrooms.

22. Instruct students, researchers and faculty in the use of the library resources and their relation to research methods.

23. Plan, develop, and operate current awareness activities.

24. Train and revise professional and clerical staff in resource-related activities.

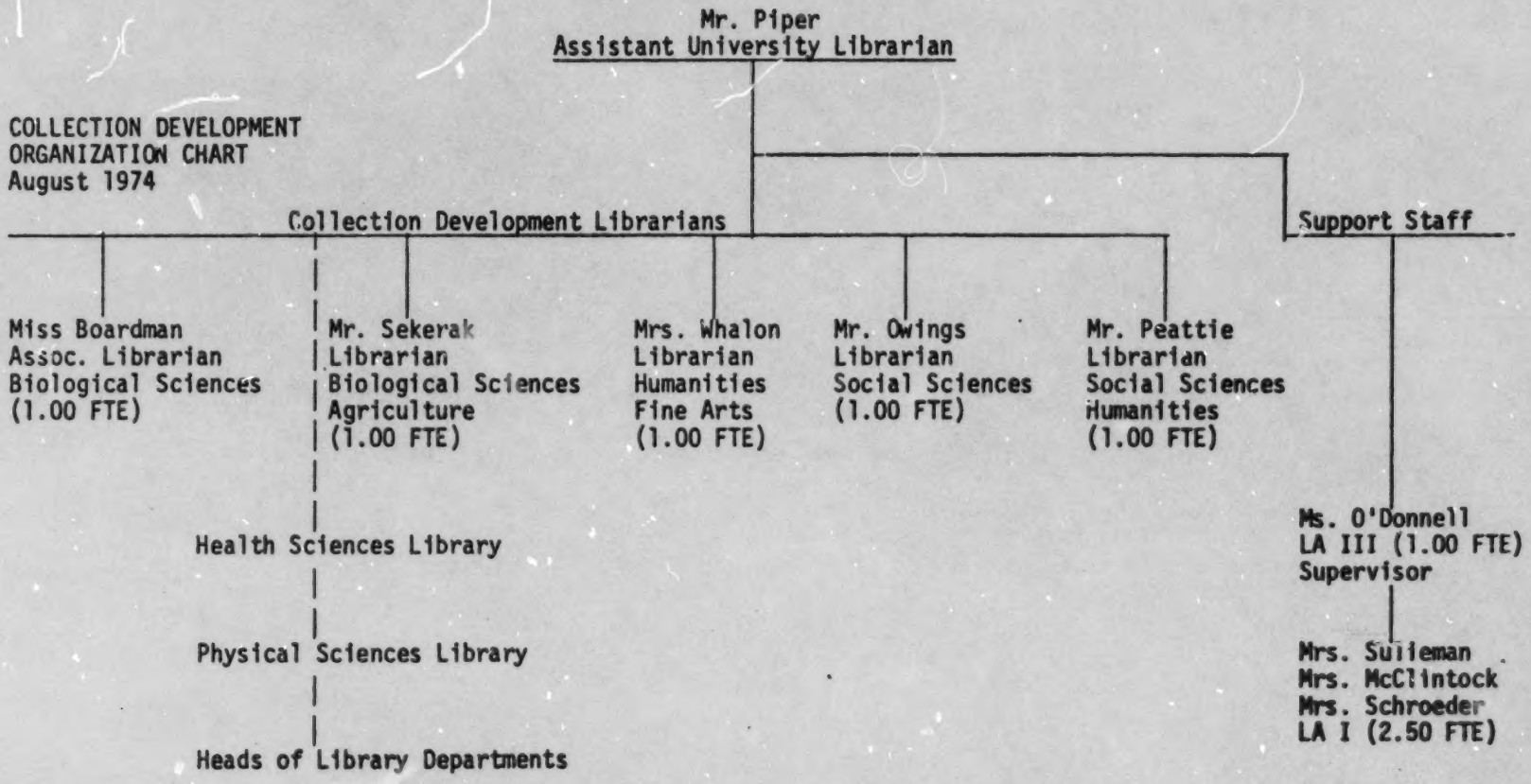
Key Working Relationships:
1. Library units in Support Group.
2. Library units in Services Group.
3. Distinctive Collections.
4. Faculty, researchers, students.
5. Libraries and other organizations involved in regional and national resource planning.
6. Planning Office.

Reports:
Each unit is responsible for perodic reports to its parent unit and informational reports from the head of the unit to his/her staff.

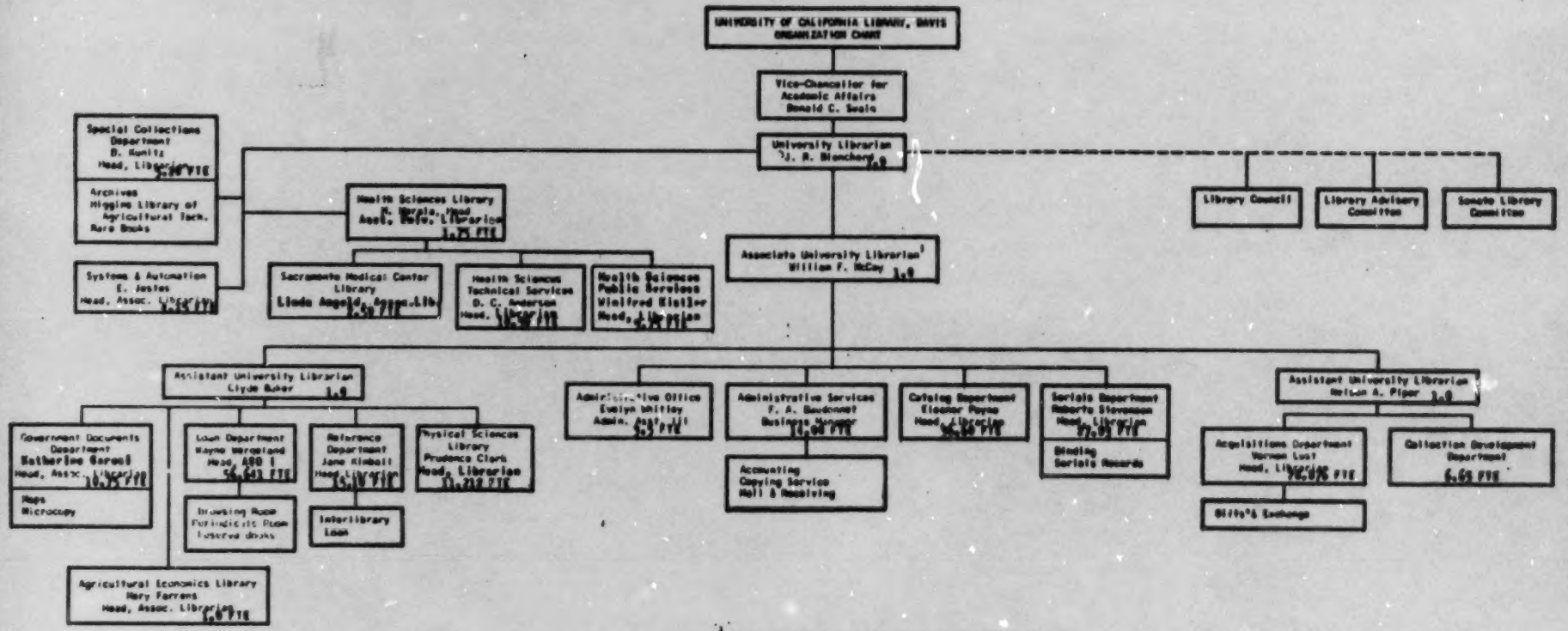
Performance and evaluative criteria

1. Production of satisfactory bibliographic control devices.
2. Growth, development, and preservation of collections according to plans.
3. Instructional services of the level and quantity planned.
4. Research support of the level and quantity planned.

ORGANIZATION CHARTS

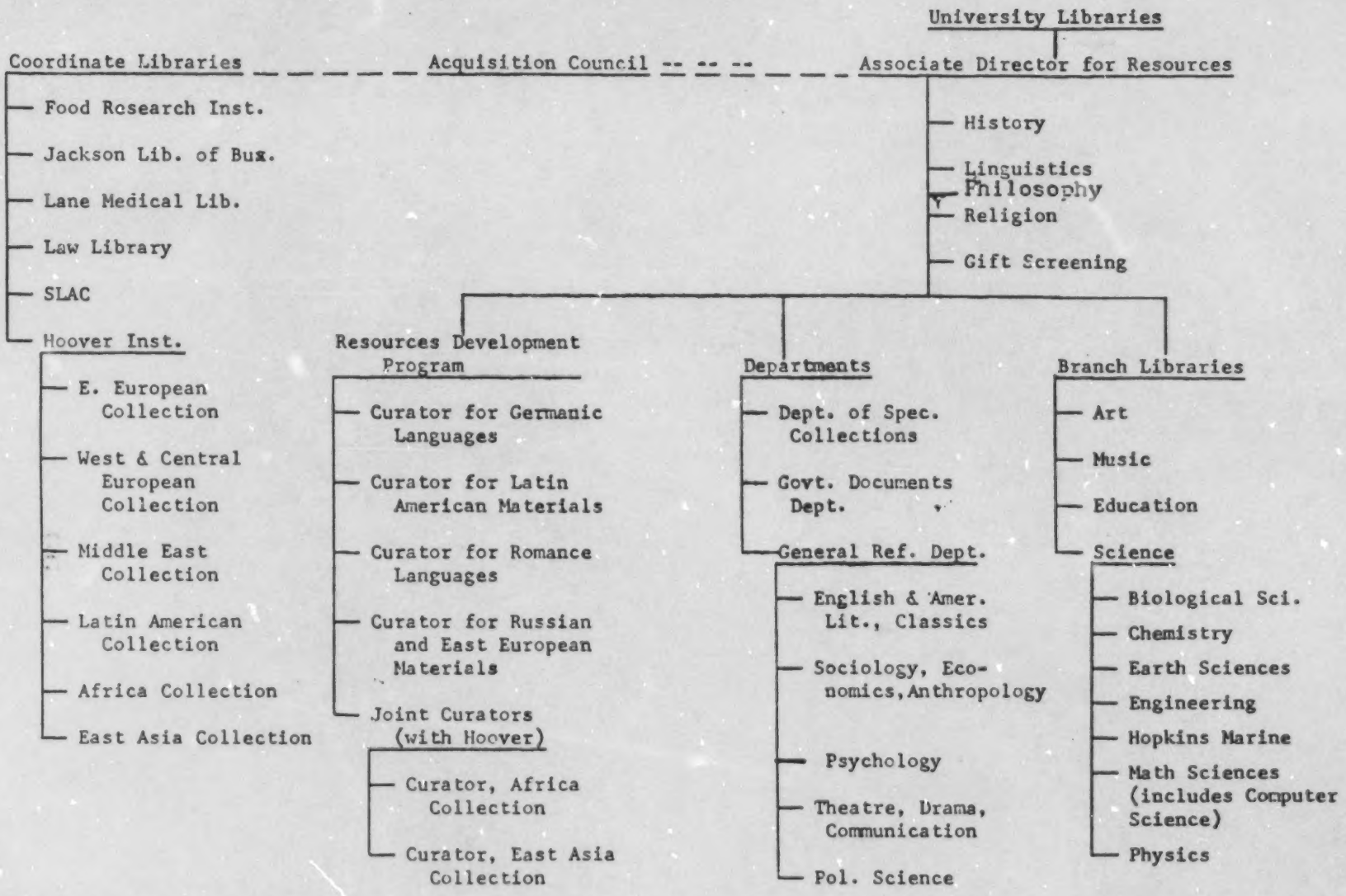

Mr. Piper
Assistant University Librarian
COLLECTION DEVELOPMENT
ORGANIZATION CHART
August 1974
Collection Development Librarians
Support Staff
Miss Boardman
Assoc. Librarian
Biological Sciences
(1.00 FTE)
Mr. Sekerak
Librarian
Biological Sciences
Agriculture
(1.00 FTE)
Mrs. Whalon
Librarian
Humanities
Fine Arts
(1.00 FTE)
Mr. Owings
Librarian
Social Sciences
(1.00 FTE)
Mr. Peattie
Librarian
Social Sciences
Humanities
(1.00 FTE)
Health Sciences Library
Physical Sciences Library
Heads of Library Departments
Ms. O'Donnell
LA III (1.00 FTE)
Supervisor
Mrs. Sullenan
Mrs. McClintock
Mrs. Schroeder
LA I (2.50 FTE)

March 1974



[1] In charge of Library during absence of University Librarian

BOOK SELECTION ORGANIZATION AT STANFORD UNIVERSITY



Stanford University

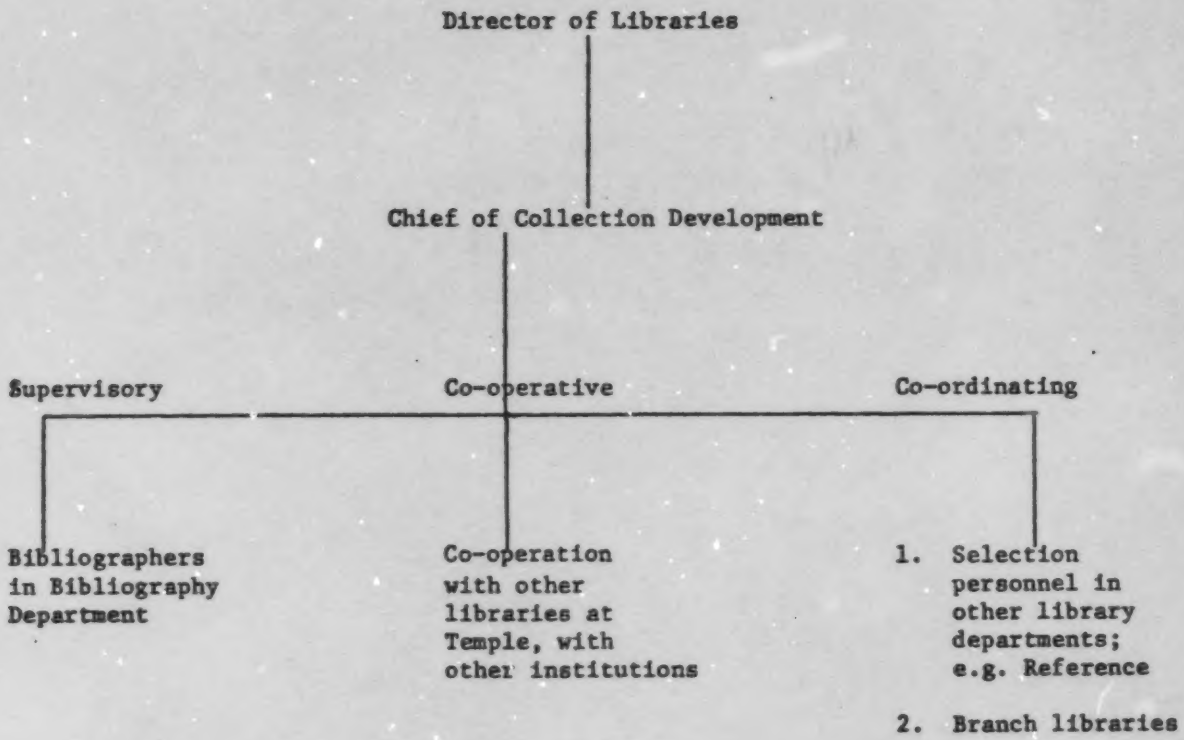
042

6/26/74

COLLECTION DEVELOPMENT

ORGANIZATION PLANS AND CHARTS

Organization Chart of Collection Development Operation



COLLECTION DEVELOPMENT

Bibliography Department - Present Functions and Activities May 1974

This statement is a revision of earlier statements prepared in December 1968 and August 1969.

Staff

The Chief of Collection Development acts as co-ordinator of the collection development function and as Head of the Bibliography Department.

Six professional librarians have special responsibilities:

Bibliographer for Art
Bibliographer for History
Bibliographer for Latin American and Iberian Studies
Bibliographer for Literature and Communications
Bibliographer for Religion and Philosophy
Bibliographer for Social Sciences

Four non-professional positions are filled as follows:

One departmental clerk
One searcher who also supervises the searching of gift books
One searcher who also selects in the field of German language and literature
One general searcher
Student assistants (1 to 3) assist in searching of orders and gifts

Primary responsibilities of the department

1. Current and retrospective selection in all fields of interest to the university (with the exception of subjects mentioned below as covered by staff in other departments).

   Special attention is given to the areas specified in the titles of the bibliographers. The responsibility for coverage in other areas is shared among the bibliographers or rests with faculty members.

2. Searching of all orders initiated by members of the Bibliography Department, and some searching of faculty requests.

3. Reviewing of books received on approval plans (English language plan, German language plan, Russian language plan, several small Latin-American plans).

4. Screening and approval of faculty and staff requests.

5. Decisions on the replacement of lost, withdrawn, mutilated books.

6. Liaison with faculty and academic departments, and with other libraries and institutions, in collection development matters.

Other responsibilities of the department

1. Gifts. The acceptance, receipt and acknowledgement of gifts; decisions on retention or disposal; searching.

2. Book sales. These are held at regular intervals, usually twice a year, to dispose of unwanted gifts and duplicates.

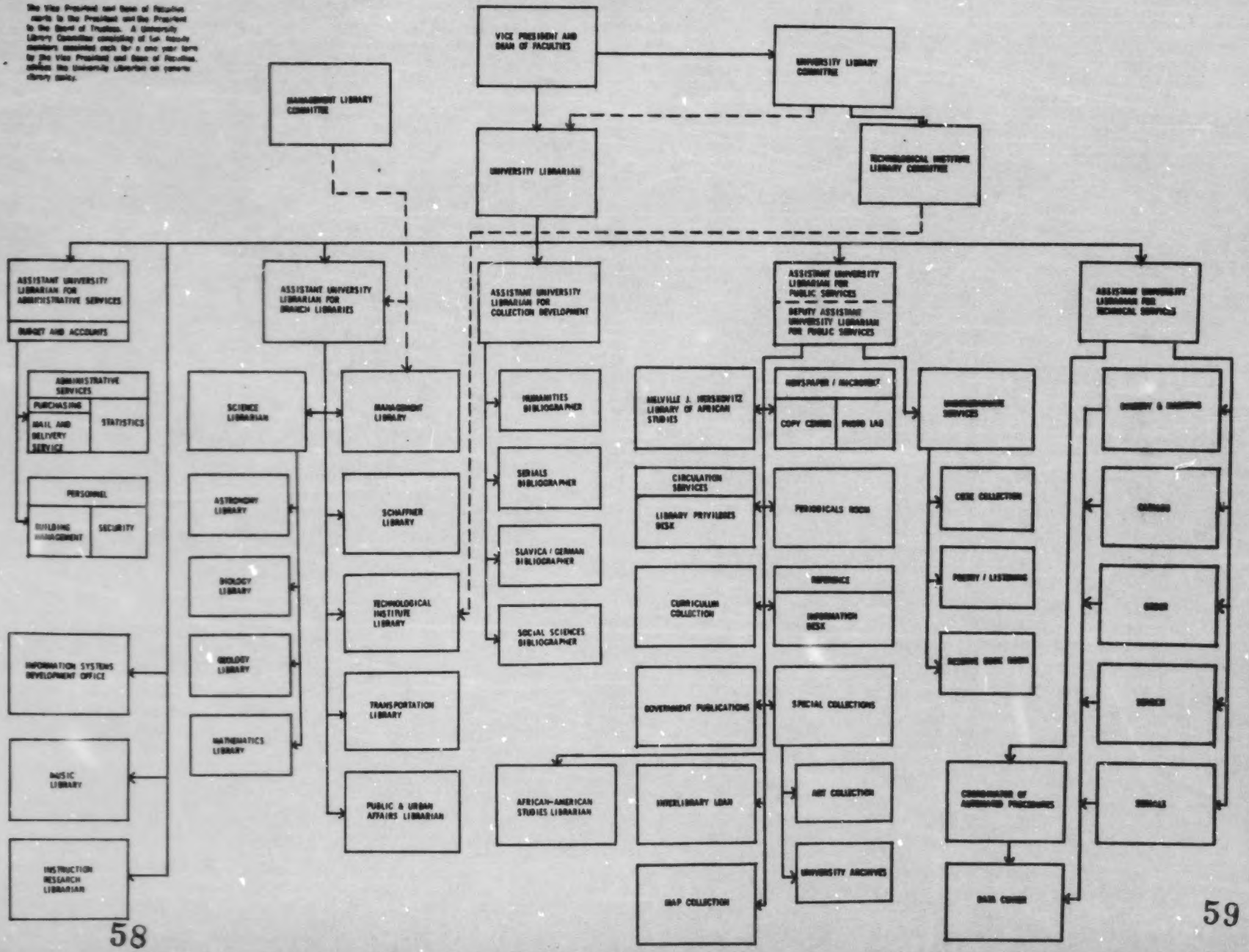
3. Distribution of publishers' and dealers' promotional material, selection forms, catalogs, etc. within the department and to other parts of the library.

Subject areas covered by staff in other departments of the library are: business, economics, music, physics, chemistry, biology, mathematics.

JWB:sf

ORGANIZATION CHART FOR NORTHWESTERN UNIVERSITY LIBRARY

The Vice President and Dean of Faculties reports to the President and the President to the Board of Trustees. A University Library Committee consisting of ten faculty members appointed each for a one year term by the Vice President and Dean of Faculties, advises the University Librarian on general library policy.



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Northwestern University

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ORGANIZATION OF FUNCTIONS

University of California-Davis

May 30, 1974

UNIVERSITY OF CALIFORNIA, DAVIS
COLLEGE OF LETTERS AND SCIENCE
STANDING COMMITTEE ON THE LIBRARY

GUIDE TO THE ALLOCATION OF BOOK FUNDS FOR 1974/75

The information requested below is requested by the Library Committee to assist it in the determination of your department's library book fund allocation for the coming academic year. The information supplied will be used only to assist the Committee in its determination of allotments; it will not be the sole determining factor. Departments should remember that the book fund allocation represents only a portion of the funds available to support the library requirements of a department. Please complete the questionnaire and return it to the Chairman of the Committee, Professor R. M. Siverson by June 21, 1974.

I. Doctoral level students enrolled in your department, Fall 1973. Undergraduate and masters level enrollment figures not required; the Registrar's Office is able to supply us with this information.

_____

II. Number of courses offered by your department.
List subdivision of a course, i.e., IA - IB, as only a single course.

A. Courses that are currently listed in 1973/74 General Catalog.

_____

B. Courses offered in 1973/74 not listed in the 1973/74 General Catalog.

1. Lower Division _____
2. Upper Division _____
3. Graduate _____

C. New courses scheduled to be offered during 1974/75.

1. Lower Division _____
2. Upper Division _____
3. Graduate _____

III. Size of academic staff. List the number of full-time faculty staff members--please do not list associates or teaching assistants.

A. Size of current staff _____

B. Projected staff changes for 1974/75 _____

If possible, list the names and areas of interest of the new faculty members below.

IV. Authorized changes in academic programs, 1974/75. If possible, please give specific fields of new programs.

A. BA or BS

B. MA or MS

C. PhD

D. Other, i.e., institutes, etc.

V. Projected changes in academic programs. If possible, give specific fields and expected dates of commencement of any changes.

A. BA or BS

B. MA or MS

C. PhD

D. Other, i.e., institutes, etc.

VI. Additional comments. If necessary, please attach an additional sheet.

Department _____

Signature _____

Send form to: Professor R. M. Siverson
c/o Acquisitions Department
Shields Library
Campus

University of California Davis
The University Library

Suggested Allocation of College of Letters and Science Library Book Funds
for 1973/74

	1971/72	1972/73	1973/74	Change
Anthropology	$ 5,500	$ 5,000	$ 6,000	1,000
Art	15,000	15,500	15,500	-0-
*Bacteriology	1,750	1,750	1,000	(750
*Botany	2,500	2,000	2,000	-0-
*Chemistry	7,500	8,000	10,000	2,000
Classics	6,000	5,000	4,000	(1,000
Dramatic Art	10,000	7,000	6,000	(1,000
Economics	14,250	15,250	16,000	750
Education	4,000	4,500	5,500	1,000
English	18,500	20,000	20,000	-0-
French	12,000	12,000	10,500	(1,500
Geography	6,000	6,000	6,500	500
*Geology	4,500	4,500	6,000	1,500
German	12,000	12,000	12,500	500
History	26,500	28,500	28,500	-0
Italian	4,000	4,000	3,000	(1,00
*Mathematics	5,000	5,500	6,500	1,000
Military Science	250	250	250	-0-
Music	12,500	12,500	14,000	1,500
Oriental Languages	5,000	7,000	7,000	-0-
Philosophy	9,500	9,000	7,000	(2,000
Physical Education	1,250	1,250	500	(750
*Physics	6,000	6,500	7,500	1,000
Political Science	12,500	12,000	12,000	-0-
Portuguese	1,000	1,000	500	(500
Psychology	4,000	4,000	5,250	1,250
Rhetoric	2,000	2,000	1,500	(500
Russian	7,000	7,500	6,500	(1,000
Sociology	9,000	9,000	8,000	(1,000
Spanish	12,000	10,000	8,500	(1,500
*Zoology	4,500	4,000	4,500	500
	$241,500	$242,500	$242,500	$ -0-

* = Sciences

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University of California, Davis
The University Library

Courses Offered by Departments in the College of Letters and Science

	*Total Courses, 1972/73			**New Courses, 1973/74		
	Lower	Upper	Graduate	Lower	Upper	Graduate
Anthropology	7	41	19	-	-	1
Art	10	31	21	-	1	-
Bacteriology	3	6	14	-	1	-
Botany	3	20	25	-	2	-
Chemistry	5	15	18	-	-	2
Classics	12	33	8	-	-	-
Dramatic Art	8	17	22	-	1	-
Economics	7	28	19	-	1	1
Education	1	12	24	-	-	3
English	15	56	35	1	2	-
French	11	26	17	-	-	2
Geography	9	32	14	-	-	-
Geology	8	25	17			
German	11	38	34	-	-	-
History	15	51	24	1	-	-
Italian	6	11	-	-	-	-
Mathematics	13	15	29	-	-	3
Military Science	7	7	-	-	-	-
Music	15	22	12	-	-	-
Or. Lang.	9	12	2	-	1	-
Philosophy	3	36	14	-	-	-
Physical Education	14	15	11	2	1	1
Physics	5	22	17	-	1	-
Political Science	5	76	29	1	2	-
Portuguese	3	3	-	-	-	-
Psychology	4	26	22	-	-	-
Rhetoric	7	20	7			
Russian	11	17	13	-	1	-
Sociology	11	42	18			
Spanish	11	27	18	-	1	-
Zoology	5	23	18	-	3	2

*General catalog, University of California, Davis, 1972/73.

**Guide to the allocation of book funds for 1973/74 questionnaires.

niversity of New York at Buffalo

State University of New York
Buffalo

THE UNIVERSITY LIBRARIES

May 16, 1974

To: The University Faculty

From: Eldred R. Smith, Director
University Libraries

Subject: University Libraries Acquisition Budget for 1974-75

This book budget describes the allocation of all funds designated for the acquisition of library materials of all kinds within the University Libraries system for 1974-75. It is designed to provide for a rational distribution of fiscal resources among the libraries in the system and among disciplines served by each unit. It is intended also as a means of communication between the libraries and the faculty, who are the most important source of information about the needs of the teaching and research programs to which the University Libraries acquisitions program must respond. It is my intention to distribute the University Libraries annual acquisition budget statement each year to all members of the University faculty in order to inform them as fully as possible regarding the allocation of library resources, as well as the present state of and potential growth in these resources.

The distribution of funds in this budget represents essentially the distribution of 1973-74, along with some minor modifications which were incorporated during that year into the acquisition budget.

The primary modifications involved a substantial increase in the funding for the new Undergraduate Library, modest additions to the basic allocations for the Science and Engineering Library, the Health Sciences Library and the Law Library, and an offsetting reduction in the University Libraries General Fund (formerly called the Director's Fund). These adjustments were necessary in order to provide minimal -- although certainly inadequate -- funding for the new Undergraduate Library and to respond to immediate pressing needs, largely

as a result of substantial inflation, in the identified library collections. It is important to recognize that the University Libraries received no acquisition increase in 1973-74 or for the two previous years and that, even with this added assistance, some units were still working with a decrease below previous years' support. The rate of inflation in the publishing industry over the past four years has been extraordinary. It varies from publications in one discipline to publications in another, and according to format. Over-all, the annual rate of inflation is calculated to be around fifteen percent (15%), although in some fields it is much higher. The inflation factor and the decreasing discounts offered by publishers are conditions which make it ever more difficult to acquire a constant proportion of published scholarship world wide, given its tendency to increase exponentially.

This year, the University Libraries will receive increased appropriations for acquisitions in the amount of $190,000, which is reflected in the attached budget as unallocated reserve. The $190,000 additional support will be deployed in several ways: to help offset inflation in all units; to correct identified inequities of the base budget; to bring minimal general collections to the service of those temporary library facilities which are being established on the Amherst campus this year. This reserve will be allocated later this year, following several months of review and analysis, which will be directed by Mr. Charles B. Osburn, Assistant Director of Libraries for Collection Development, in close cooperation with the University Libraries unit heads, subject librarians, faculty library representatives, and individual faculty.

While we are pleased to have received this added financial support in a time when many universities are retrenching, we continue to be concerned about the general inadequacy of our acquisitions funding. As a university, this institution has a full range of programs -- undergraduate, graduate, professional, and research -- which the funding must support. Every effort is being made and will continue to be made to gain adequate funding for library collections in order to support the University's programs. However, all possible steps will have to be taken to make the most effective use of our limited fiscal resources, including cooperation with other university libraries in collection development and the sharing of materials.

This year and in succeeding years, the University Libraries will be making a concerted effort to establish a collection development policy, incorporating clearly defined priorities, which will be as responsive as possible to the priorities of the Univeristy's academic program and academic planning. The aim in establishing this policy will be to reflect as closely as possible, in terms of priorities and levels of collection development, the instructional and research programs and priorities of the State University of New York at Buffalo. The format of the attached budget statement will be modified from year to year to reflect the collection development policy as that is developed and in turn modified.

Many factors have to be considered in allocating library acquisition resources within a university. The major consideration, of course, must be fair and equitable distribution of funds which support the total range of academic programs as fully as possible within the limits of the total resources available. Such a determination, of course, must take into account a variety of factors, including: priority and depth of programs, rates of publication and costs of materials in various disciplines, the numbers of students and faculty in each discipline, and the library dependency of each discipline. It is factors such as these, as well as the particular library needs of individual departments and faculty members, that we will be attempting to identify more precisely in the coming months.

Collection development within the University Libraries is coordinated by a group of subject librarians who combine education and experience in librarianship with a knowledge of various academic disciplines and their bibliography. These librarians are responsible for the selection of materials, a charge they carry out by working closely with their academic departments in order to define, as closely as possible, the academic program priorities of those departments and of individual faculty and students in the departments so that library collections respond fully to departmental needs. A list of subject librarians is appended to the budget. The subject librarians, in turn, work closely with each other and the chief administrative officer or collection development coordinator in their individual library in order to provide necessary balance and reflect academic priorities. The total collection development program of the University Libraries is coordinated by the Assistant Director for Collection Development. Faculty

involvement in collection development is sought and encouraged at every level - individual, departmental, faculty, and University-wide, where the Senate Committee on Library and Information Resources will continue to play a strong advisory role.

I hope you find this information on the distribution of University Libraries acquisition funds useful. If you have any comments or questions, I encourage you to contact the appropriate University Libraries unit head, Mr. Osburn, or me.

ERS:rg

STATE UNIVERSITY OF NEW YORK AT BUFFALO

University Libraries Acquisitions Budget

1974-75

I. Library System Support			
General Fund		15,288	
Lockwood Memorial Endowment		58,111	
Total			73,399
II. Library Units Allocations			
Art		24,789	
Health Sciences		165,310	
Law		126,930	
Lockwood[1]		420.830	
Arts and Letters	133,143		
Social Sciences	267,187		
Mathematical Sciences[2]	20,500		
Music		27,600	
Science & Engineering		138,551	
Undergraduate		38,101	
Arts and Letters	12,701		
Social Sciences	25,400		
Total Unit Allocations			942,111
III. Unallocated Reserve			
State			190,000
IV. Total University Libraries Appropriation			
State		1,133,351	
Endowments		72,159	
TOTAL			$1,205,510[3]

(1) Included here are Lockwood Library Endowments.

(2) Includes mathematics, computer sciences, and statistics.

(3) This is not a net figure. The total available is committed in part to deficits carried over from 1973-74, and to standing order or subscription agreements. These commitments amount to approximately 40% of the total appropriation for acquisitions.

Procedures Used in the Allocation of Book Funds

1. Determination of University Committment by College

(a) Faculty Distribution:

Prof. Ranks (weighted)	2 points
Instructors, Ressarchers and others	1 point

Totaled and reduced to a percentage.

(b) Student Distribution:

Undergraduates	1 point
Graduates	2 points

Totaled and reduced to a percentage

(c) Undergraduate Majors and Graduate Fields.

Majors	1 point
Grad Fields	4 points

Totaled and reduced to a percentage

N.B. Previously courses were counted and weighted, but the use of majors and grad fields is simpler and achieves the same end.

(d) The sum of these percentages divided by 3 produces an academic distribution.

Factor One

2. Price related information

U.S. Books Average price x expected number of volumes purchased. Distributed according to college fields, reduced to a percentage. (Foreign books follow the same pattern).

U. S. Periodicals. Average price x expected distribution by College. (This information is not available until June)

Factor Two

3. Actual distribution of serial expenditures

This is a weighting factor to account for expected committments. A major revision is being carried forward at this time and final figures will not be available until August.

Factor Three

4. Special committments

These are to reflect subject development as part of our State Resources Program. This is an add-on factor.

Factor Four

5. Program development needs

Known new programs.
Known areas of weakness.

This is an add-on factor and one which is most difficult to assess. If no new money is available it implies a reduction in support for other programs.

Factor Five

6. Realisable goals

Despite the distribution arrived at above, in some areas the total simply cannot be expended because not enough books are published.

This is particularly true where College interests overlap and is usually the case with books directly on Education.

It is usually a negative factor.

Factor Six

7. The sum of these factors reduced to a percentage represents the distribution of Book expenditures between colleges.

8. The next sequence of steps represents the division of the total into accounts for subjects, general library allocations (e.g. UGL and Reserves, Reference) and other type of expenditures accounts (e.g. Binding).

At this stage similar and overlapping academic areas are amalgamated. e.g. Biological sciences, Art Ed. with Art, Music Ed. with Music and so on.

Distribution is also made according to source of funds. e.g. Penn State Foundation funds for specific subjects or State Resource money for areas such as Agriculture, Slavic Studies.

This results in a fund statement. At the end of each year unfilled orders are carried forward as encumbrances, which are deducted from available funds.

Library resources supporting programs in classical studies[1] at Penn State University. A statistical evaluation (Progress report no. 1)

The following survey is undertaken to serve three purposes: (1) to learn what our holdings in these fields are and to measure these holdings against an ideal standard; (2) to set up priorities for future purchases; (3) and to prepare for the visit of the Middle States Accrediting Board sometime in the academic year 1974-1975.

In a general way I shall follow the method of evaluation described by Webb.[2] However, as the clerical assistance has been minimal, and as I am only learning my way in these many diverse fields of scholarship, I have not in this first stage resorted to sampling. By checking the card catalog myself, I am constantly picking up information about authors, editors, series, and important modern studies. Every title in the bibliographies concerning the topics under consideration that seemed relevant, was not too specialized and written in a West European language was checked. In subsequent sections of the survey I expect to sample rather than check each title. Also, as I wished to test for quality in the collections and make a fairly precise comparison with the listings in the chosen bibliographies, I did not for these first three topics distinguish between articles in serials and monographs. To test quality and coverage it did not seem to me the format was relevant. This policy, carried through the entire evaluation, would of course produce rather swollen figures, but I think the discrepancies resulting in the count of the first three topics are worth the exact matching of title for title at the start. After locating the articles about three topics in the serials and checking our serials holdings, I realized how extensively we held in these fields and discontinued the noting of articles. The count of journals owned compared to those from

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[1] These studies include the archaeology, art, literature, history, philosophy and science of the ancient classical world. They do not pertain to African, Levantine, Semitic or Slavic history and civilization except as these relate to the Greek and Latin.

[2] William Webb, "Project CoED: A university library collection evaluation and development program," Library Resources and Technical Services. V. 13, no. 4 (Fall, 1969) p. 457-462.

which the current bibliography abstracts will be given in a later report.

In selecting the bibliographies to use as the yardstick I consulted with Dr. Podlecki. For general retrospective coverage we chose the volume of collected bibliographical studies, Fifty Years (And Twelve) of Classical Scholarship.[3] For the years 1968-1970 we have used the Annee Philologique.[4] We agreed that the searching and checking would be easier to perform and organize if the work was done by topics as units, each to be followed through. Platnauer, the three volumes of the Annee philologique, the card catalog at one time. With such masses of material it would be very difficult to use simple Chronology or the P. C. volume of bibliography as the organizing factor for the count. We decided that the fourteen chapters in Fifty Years... plus ancient history, archaeology, art history and the history of science were for the purposes of this survey appropriate and sufficient fields[5] to cover.

To date the subjects covered include Homer, Early Greek lyric poetry, The Greek historians and Silver Latin Poetry. Below in tabular form are the ratings, the percentage being that which our holdings represent in comparison with the universe of titles selected from the bibliographies.

	Have	Lack	%
Homer	82	46	64
Early Greek Lyric Poetry	55	28	66
Greek Historians	71	69	51
Silver Latin Poetry	48	46	58
	256	189	59 3/4

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[3] Maurice Platnauer, Fifty Years (And Twelve) of Classical Scholarship. Oxford, 1968.

[4] L'Annee Philologique: Bibliographie critique et analytique de L'antiquite Greco-Latine, t. 39, 40, 41.

[5] The headings from Fifty Years... that will be used are as follows:

> Homer; Early Greek Lyric Poetry; Greek Tragedy; Greek Comedy; The Greek Philosophers; The Greek Historians; Greek Orators and Rhetoric; Hellenistic Poetry; Roman Drama; Late Republican Poetry; The Augustan Poets; Roman Oratory; The Roman Historians; Silver Latin Poetry.

At this time titles lacking from Pattee holdings are being noted on cards for a desiderata file. As the Annee philologique supplies references to reviews, these also are set down on the cards of each desideratum for future consultation. Later, when the quantitative phase of the evaluation is completed, it is planned to scan the reviews, fix more exact priorities for purchase, and possibly discard some of the items listed merely on the strength of listing in the Annee.

The survey will continue topic by topic, more speedily with sampling than by separate count. It would proceed at a more satisfactory rate and I believe at this stage with greater economy if there were an apprentice available for initiation into the mystery of measurement by means of the Annee philologique.

060

University Park - Books, Periodicals and Binding 1972/73
Initial allocation

Sources of funds

General Funds: 670/70 -			$945,120.00
670/71			2,880.00
SLAVIC CENTER			
(Federal Funds) 221-58 (#5096)			2,408.00
State Library Service (#3850)			
Allocated expense	44,500.00		
Carried over	11,423.00		55,923.00
C.P.D.L.C. (#2360)			
Allocated expense	16,000.00		
Carried over	5,194.00		21,194.00
Penn State Foundation and endowments (various)			28,009.00
		TOTAL	$1,055,534.00*
Special Federal Grant: Title II (Univ. Park & CCL)			$ 18,314.00

*This figure includes encumbrances of $92,046.00 (July 31) and estimated serials committments of $500,000.00. The budget is also based on expected supplementary funds of $100,000.00

The allocations were arrived at in two stages:

(1) A distribution (using percentages) by College or College subdivision representing academic committment. Factors considered were academic programs, faculty numbers and student enrollments, using appropriate weightings.

(2) An adjustment for forward committments such as serials and binding, a redistribution for general supporting expenditures such as blanket orders, and general bibliography. These funds were then distributed according to the library assignment of programs.

Serial and other continuation payments are clearly a major factor in budget stability. Reductions totalling about $6,600 have been made in subscriptions, but a further reduction of at least $25,000 must be made. All librarians and fund administrators are asked to examine subscriptions in their areas for prospective cancellations.

You will see that each account is set out showing the total available, followed by a breakdown according to source of funds. Using the first fund listed as an example this means:

Agriculture has a total allocation of $12,323.73.
$1,500.00 of this comes from General Funds.
7,274.23 comes from State Library Service Resource Money
3,549.50 comes from the Blight Fund.

In ordering books the following designations would be used to provide budget control and instructions to Acquisitions and Data Processing: for General Funds 101 (the account number) followed by 1001 (the FUND number)
for S.L.S. Funds 101 followed by 3850
for BLIGHT Funds 101 followed by 2269
This requires careful assignment and adherence to budgetary limits.

If more money becomes available a further distribution will be made. In the meantime we must work within these limits. In some cases this will mean a lean beginning to the year. If major desirable items appear and you would like to investigate the possibility of such a purchase, please feel free to discuss it with Mr. Martin, Mr. Johnson or Mr. Kaiser.

Further information on serial and other costs will be made available as soon as possible. In the meantime, new serials will have to be limited to areas such as Health Sciences where we are committed to new programs. We must aim at total cancellations of $25,000 over the next month, to bring payments down within the allowable budget which has to cope with a probable 10% price-increase again this year. Consideration will then be given to placing new subscriptions either by reduction of book fund allocations or further cancellations.

If we do not receive the additional funds which are incorporated in this budget statement, reductions will have to be made in all allocations. It is therefore in your best interests not to place new serial subscriptions unless absolutely necessary.

8/30/72.

Penn. State 062

BOOK BUDGET 1973-1974

GENERAL LIBRARY, UNIVERSITY OF CALIFORNIA, BERKELEY

DETERIORATING STATE OF THE GENERAL LIBRARY

It has been the practice of the University Librarian to provide a statement of rationale for the annual book budget, in order to explain to the campus community how the library allocates its resources. In view of cumulative reductions in purchasing power during recent years, a more detailed presentation of the circumstances confronting the library would seem appropriate at this time. As a consequence of insufficient funding, the Library's collections and services are deteriorating. It is imperative that the campus take note of the probable impact upon instructional and research programs, if the current situation is allowed to persist.

Traditionally, the General Library has ranked among the nation's leading academic research libraries. As a result of inadequate funding, this position is being threatened. Data collected during the last few months disclose the extent to which budgetary stringencies have undermined the Library's ability to support existing instructional and research programs. Since 1969/70, the Library's book budget has increased by 10.5%. During the same period, however, inflation and dollar devaluations have caused a 47.8% rise in actual book and serial costs. Hence, we have experienced a 37.3% net reduction in purchasing power. The Library's acquisition program has, of necessity, been modified accordingly. We have curtailed current and retrospective buying of serial publications central to research in many disciplines. Our formal program to acquire out-of-print books has been eliminated. Of course, some retrospective titles and other specialized research materials are bought; nonetheless, the vast majority of expenditures are for current items in direct support of instructional programs.

In 1969/70, ca. 92,000 volumes were acquired through purchase. In 1972/73, the Library purchased a total of 74,334 volumes (i.e., 63,792 volumes from State 19900 funds, and 10,542 volumes through special endowment gifts and departmental funds). Although many universities are reporting declining acquisition rates, Berkeley's decline is particularly striking. Comparative figures show Berkeley's current purchasing rate to be far below that of other major academic libraries. In 1972/73, the University of Michigan purchased 137,000 volumes; Yale University, 118,000 volumes; Stanford University, 81,000 volumes; the University of Colorado, 80,000 volumes; the University of Illinois, 77,000 volumes; the University of Georgia, 77,000 volumes. Viewed in this context Berkeley's figure of 74,334 volumes hardly constitutes a sum adequate to maintain academic leadership.

It is often pointed out, and rightly so, that Berkeley's acquisitions are richly supplemented through gift and exchange programs. In 1972/73, the number of volumes acquired through gifts and exchanges totaled 43,000. Although essential to a research library, most of these materials tend to be little used; for, in contrast to purchased items, they were not selected to meet the needs of specific campus programs.

The role of Berkeley's General Library has been considered in recent reports by the State and by the University of California. In 1972, the Academic Program Planning Review Board on Libraries, appointed by President Hitch, issued a report on long-range planning for libraries in the UC system. More recently, the University released a tentative statement entitled "University of California Policy to 1980-81." Both documents imply that the UC Berkeley Library should serve as one of the two regional resource libraries for the State of California. Given the present budgetary circumstances, however, Berkeley cannot fulfill its assigned regional role. To meet our obligations to the local campus community alone would exceed the capacity of the current book budget.

In my opinion, as the University Librarian, the deterioration of our collections will become increasingly obvious to the Library's users. Though our present holdings number over 4,000,000 volumes, studies show that 30-40% of the requests received for library materials go unfilled. As a result, Berkeley may soon rank as a mediocre library. The distinction of a university as a whole depends not only upon the strength of its faculty, but upon the strength of its library as well. To cite but a few examples: Harvard, Yale, Columbia, Chicago, Michigan, and Illinois, are all esteemed universities with eminent faculty and distinguished libraries. The question now facing the Berkeley campus is, how to generate the resources necessary for the Library to regain the excellence achieved during the 1950's and 1960's.

RESOURCES AVAILABLE TO THE LIBRARY THROUGH 1973/74

The 1973/74 book and serial budget totals $1,123,226; this sum represents an increase of $21,000 in state monies, over and above last year's allocation. While the total figure would appear to be a formidable amount, it should be recognized that these funds must support more than 80 formal Ph.D. programs, close to 90 Masters programs, and well over 100 undergraduate programs.

The serials budget consumes approximately one half of the General Library's total allotment. In 1972/73, $522,648 was spent for serial publications; and, despite a sustained effort over a number of years to reduce our serials purchases, $597,000 must be set aside in anticipation of this year's commitments. This relatively high expenditure is justifiable insofar as serials constitute the heart of Berkeley's strength in virtually all of its subject collections. Unfortunately, a net reduction in serial acquisitions will in fact be necessary, since additional costs due to inflation and devaluation will certainly exceed the $74,352 increment allowed in 1973/74. If the budgetary crisis continues, further, more drastic reductions will have to be effected next year.

COLLECTION DEVELOPMENT PRIORITIES

If we are to acquire even basic materials during the coming year, we shall again have to forego the purchase of much that is inherently significant and useful. While continuing to purchase current titles, we shall buy retrospective research-oriented materials only on a very selective basis. The latter will be purchased from our meager endowment funds. The General Library's book selection committee has developed general priorities to assist in the distribution of the available funds. The committee's recommendations have been summarized here for your information.

Instruction/research

High priority has been given to allocations that totally, or significantly, support instructional programs, both on the undergraduate and on the graduate levels. Allocations primarily supporting research needs have received lower priority. Thus, the Moffitt Library, the Graduate Social Sciences Library, and most other branches have been given priority over research-oriented libraries such as Bancroft and the East Asiatic Library.

Language coverage

Acquisitions in English are funded more heavily than those in foreign languages. Major Western European languages (e.g., French and German) have been accorded priority over other foreign languages (e.g., Slavic and Near Eastern languages).

Academic programs

Academic programs involving large numbers of faculty and students have been given fuller support than the smaller programs. Thus, Biology, Chemistry, Engineering, and English have received substantial funding.

Collection strength

Insofar as possible, allocations are intended to maintain established areas of collection strength, while unwarranted development in new areas is to be avoided. On that basis, the Anthropology, Biology, East Asiatic, Forestry, and Music Libraries have been granted special consideration.

Circulation

Collections that are known to circulate heavily have been given a high level of fiscal support--hence the relatively large allocation to the Moffitt Undergraduate Library.

Priority conflicts

Often these criteria are in direct conflict with one another. No simple formula exists at this point, and solutions are often difficult. Usually a reasonable compromise must be found. In the distribution of available income, precedent carries some, but not total weight. While annual allocations generally reflect previous budgetary priorities, over the years significant funding shifts are evident.

ORGANIZATION OF THE 1973/74 BUDGET DOCUMENT

The budget document is divided into three parts: General Support, Main Library Support, and Branch Libraries Support. In previous budgets, General Support included the current serials allocation, which was a central fund intended for payment of all General Library subscriptions and standing orders. In the 1973/74 budget, however, the serials funds have been apportioned among the individual library units and branches, and are now incorporated in the figures listed under Main Library Support and Branch Libraries Support. Each Library service unit, except the Main Library Stacks, has been assigned a single sum of money intended to pay for the acquisition of both monographs and serials. This arrangement will permit units to exercise greater control over the expenditure of their total resources, and to assemble more detailed information about the cost of their programs. At present, the allocations to programs listed under Main Library Stacks are intended for the purchase of monographs only. During 1973/74 a central fund will be maintained for Main Stacks serials; in the future, as adequate data become available, this fund will also be abolished and the money will be apportioned among the Main Stacks programs, e.g., African Program, English Language Program, Germanic Languages Program.

General Support: Funds listed under General Support are available to all General Library units, i.e., any location may make use of the $3200 GPO fund. General Support monies supplement the book and serials allocations listed under Main Library Support and Branch Libraries Support.

Main Library Support: Within the Main Library Support category are included the allocations to the Bancroft Library, Main Library Service Units, and Main Library Stacks. Assigned to the Bancroft Library are separate allocations for the Bancroft Collection and for the Rare Books Collection. Requests for materials appropriate for the Rare Books Collection are submitted to the Bancroft Library and are charged against the Rare Books allocation. Main Library Service Units, including the Documents Department, General Reference Service, Humanities Graduate Service, Map Room, Morrison Library, and Newspaper Room, are grouped together for the first time. Monies made available to the Main Library locations are inteded for the purchase of materials housed in these units. The budget for the Main Library Stacks is divided into two major categories: Main Stacks Serials Program (budgeted to support the purchase of both new and established serials subscriptions), and miscellaneous subject-oriented Main Stacks Programs (monographic publications). Please note that many of the budget figures are marked by an asterisk: these funds are assigned to specific teaching departments, and departmental authorization is required before purchases against these funds can be made.

Branch Libraries Support: The allocation to each Branch Library supports purchases of both monographs and serials for its basic collections, including reserve books and specialized reference materials. Some additional funds may be available to the Branches for the acquisition of needed duplicates and missing materials. These additional funds are derived from the General Support monies.

CONCLUSION

In order that book funds may be distributed responsibly and intelligently, it is essential that librarians work closely with faculty and students in the selection of materials. We are endeavoring to maintain liaison with the appropriate groups. Some progress has been made, but we hope that, during the coming year, even more effective working relations will be established.

This statement is meant to represent as forcefully as possible the current situation of Berkeley's General Library. The static University budgets of recent years have affected all campus programs. Whether or not the Library merits a particularly high budgetary priority is a decision that rests with the faculty and the administration. I trust that the General Library's problems and needs will be acknowledged, and that remedies will be forthcoming.

Richard M. Dougherty

RICHARD M. DOUGHERTY
UNIVERSITY LIBRARIAN

Berkeley
October 15, 1973

ORGANIZATION OF RESOURCES DEVELOPMENT AT THE IOWA STATE UNIVERSITY LIBRARY

The object of this document is to clarify the responsibilities of the bibliographers and other selectors of library materials and to outline a structure that would provide for smooth and effective functioning of resources development.

I. Resources Development Responsibilities

The over-all responsibility for coordinating resources development lies with the Assistant Director for Resources and Technical Services. Specifically this responsibility includes the following:

1. Reviewing and confirmation of staff assignments for collection development in specific subject areas.
2. Preparation of budget requests and allocations of funds based on information received from acquisitions departments, bibliographers and other selectors.
3. Development of selection policies and acquisitions procedures.
4. Assisting in the development of liaison with academic departments and faculty members.
5. Coordination of the flow of orders in accordance with available funds and personnel.
6. Assisting in the development of priorities for expensive purchases.
7. Reviewing and approving of proposals for purchases of collections.
8. Approval of purchases of expensive items as stated in separate documents.
9. Administrating the Resources Development Unit consisting of the full-time bibliographers.
10. Chairing the meetings of the Acquisitions Council.
11. Routing of information concerning budget, selection policies, acquisitions procedures and other pertinent documents to bibliographers and others responsible for selection of library materials.

In addition to the four full-time bibliographers, who constitute administratively the Resources Development Unit, a number of other staff members currently participate in the selection of library materials. The following is a complete list of all staff members carrying specific collection development responsibilities or assignments:

Name	Subject
Miriam Bond	Undergraduate Library
Steve Folts	Maps
Collin Hobert	Music
Joan Kirk	Children's literature
Bill Lee	Physical sciences/engineering
Ken Marks	Education
Don Pady	English & American literature
Al Perdue	Social sciences
Sally Peterson	Veterinary medicine
Bob Sickles	Biological sciences/agriculture
Phil Van De Voorde	Government documents
Ray Vondran	Humanities
Elizabeth Windsor	General reference
Stanley Yates	Special collections - "rare books"

While it is the prerogative of all librarians to participate in the selection processes and to suggest and recommend books for purchase in areas of their particular expertise or interst, the primary responsibility for collection development in specific subject areas rests with the persons to whom these subject areas have been assigned. This responsibility involves working closely with faculty members in the various academic departments since the selection emphasis should reflect not only current course offerings and research programs but also long range plans of the academic departments concerned. It may be neither possible nor desirable to spell out all the varios tasks and duties of bibliographers and other subject specialists. The main responsibilities, however, can be summarized as follows:

1. Surveying of the quality and adequacy of the collections in assigned subject areas.

2. Develcping and maintaining a liaison with faculty members.

3. Selecting current and retrospective library materials for all collections in accordance with the Library's acquisitions policy, specifically by:

   a. reviewing books received on approval plans and deciding on their retention or rejection.

   b. screening and approving, as necessary, requests submitted by faculty and students.

c. screening Abel forms for selection and marked "PW" and "BNB" issues for titles note treated by the approval plan.

d. systematically checking specialized bibliographies and second-hand book dealers' catalogs.

4. To establish and maintain contacts with second hand dealers in specialized fields.

5. To develop jointly with faculty priorities for collection development in specific subject fields.

6. To work with other bibliographers and subject specialists as necessary for selection of materials that may over-lap two or more assigned subject areas.

7. To recommend budget allocations for retrospective book and serials purchases in assigned subject fields.

8. To receive regularly reports on the status of book funds and to manage book purchases in accordance with available funds.

9. To provide annual reports on the year's activities and collection development, including any significant purchases.

10. To report to the Assistant Director for Resources and Technical Services any new programs in academic departments that may affect the resources development of the Library.

11. To submit for approval to the Assistant Director orders for expensive items as specified in separate documents, as well as other unusual requests.

II. Structure of Resource Development

It must be recognized that the resources development of a large university library is essentially intellectual in nature and that there is a need for different approaches to the various subject areas, and for flexibility in selecting and procuring different materials in these subject fields. Because of these reasons, and the large number of people currently involved in selection, a rigid structure following departmental organization of the Library is not desirable.

Resources Development Unit

Inasmuch as the Resources Development Unit, consisting of the full-time bibliographers, does not have a typical departmental structure, it must necessarily be organized as a department for administrative purposes. For this reason the Assistant Director for Resources and Technical Services will schedule regular monthly meetings in order to transmit information intended for all departments of the Library and to discuss matters of internal administrative concerns and interests. Other selectors may be invited to these meetings for any discussions involving their assigned subject areas.

Acquisitions Council

This Council will meet at least twice a year in order to exchange information concerning budget, matters of selection, acquisitions procedures, as well as to review acquisitions policies and offer advice and counsel concerning over-all resources development. The Council, chaired by the Assistant Director for Resources and Technical Services, consists of all staff members involved in resources development as listed above, the Heads of Bibliographic Search, Order and Serials Departments and the Head of Gift/Exchange Section.

Resources Groups

In addition, it must be recognized that certain bibliographers and selectors have a commonality of interests as they deal with over-lapping or related subject fields or with certain types of materials, such as government documents, non-print media, etc. Consequently, there is a need for these people to meet informally in smaller groups or "resources" groups, including the Assistant Director, and to discuss common concerns and problems. For example, one such group could consist of the people involved in the selection of social sciences materials. There could be similar groups for other broad subject areas or types of materials areas, involving as necessary selectors of these materials, e.g. maps, government documents, etc. Meetings of these groups will be chaired by the Assistant Director and arranged as necessary or at the request of bibliographers and other selectors.

RESOURCES DEVELOPMENT

Mission: To select for acquisitions informational materials needed to assure balanced development of library resources and necessary for on-going and projected instructional, research, extension and other programs of the University.

Objectives:

1. To assess on a continuing basis the current and projected needs for specific library materials through meaningful contact with the academic departments and the user community.

2. To evaluate existing holdings of the Library in order to see how well they serve the needs of the various academic departments and other user groups and to eliminate from the collections out-dated and irrelevant materials.

3. To assess fiscal needs for various categories of materials and to submit to the Library administration budget estimations for them based on needs of the various academic areas, factors of inflation and the availability and limitations of state, federal and other funds.

4. To select for acquisition within the constraints of the budget various materials necessary for current and projected instructional, research and extension programs as determined by assessment of existing holdings and user needs insuring continued development of those particular collections of pre-eminence which are distinctive to Iowa State University.

5. To select library materials for external subject collections of the Library so as to minimize costly duplication.

6. To review requests for materials submitted by faculty and students and to evaluate and decide on retention or rejection of materials received on approval order plans, on exchange or as gifts.

7. To work cooperatively with other departments of the Library as necessary in order to achieve effective selection and acquisition of library materials.

8. To maintain records and to report to the Library Administration all significant acquisitions and on other accomplishments in collection development.

9. To be informed about new developments in publishing, distribution and other aspects of book trade.

10. To formulate and revise selection and acquisitions policies for all subject areas of the University and for external collections of the Library.

11. To develop specific quantitative and qualitative goals on short and long range bases for selection and acquisitions of materials in the various academic disciplines.

IOWA STATE UNIVERSITY LIBRARY

Selection of Serials

1. The responsibility for the selection of new serials titles for Library's collections is as follows:

   a. General collection (Main Library) - bibliographers

   b. Undergraduate Library - Undergraduate Serials Committee

   c. Reading Rooms - appropriate subject bibliographer

   d. Vet. Med. Library - Vet. Med. Librarian

   e. Reference collection - reference librarians

2. Those responsible for serials selection should monitor regularly serials bibliographies and reviews in specialized scholarly journals.

3. All selections should be made in accordance with the Library's Acquisitions Policy, e.g., only leading publications should be selected for collection intensity levels 1 and 2. Because of budgetary restrictions, new serial titles and back files are purchased on a very selected basis. Each year the Serials Acquisitions section will estimate the cumulative number of new titles that can be added along with an approximate dollar amount available for purchasing titles and back files. Serials Department will report every three months to the selectors of serials on the status of new serial and back set purchasing.

4. As stated in the Library's Acquisitions Policy, ordering of single issues/volumes or scattered and incomplete sets is to be discouraged. Copies of single periodical issues, however, may be ordered for use in reserves without cataloging.

5. If reviews or other indicators of quality (publisher, sponsoring agency, etc.) are absent, it is advisable to procure a sample copy for inspection before an order is placed. The Serials Department will, upon request by the serials selectors (see #1 above) obtain sample copies and forward them to the requestors for evaluation.

6. Publisher's advertisements and samples received automatically by the Serials Department are sorted by subject and routinely sent to the bibliographers for evaluation. If appropriate, such materials are also routed to the Assistant Directors, Reference Department, and the Undergraduate Library (serials of a wide and general scope or

interest, serials of reference value, e.g. indexing and abstracting journals, etc.)

7. Reference staff is responsible for calling to the attention of serials selectors:

   a. Journals frequently borrowed on interlibrary loan that are within the scope of our Library's collection.

   b. Volumes or issues missing from our collection of a title currently held.

8. Reference staff is responsible for calling to the attention of the Serials Department patron requests for serial issues and volumes that are mutilated or missing from our shelves.

9. All requests from faculty, staff and students for new serial titles for the general collection are forwarded by the Serials Department to the appropriate bibliographer for review and approval.

10. Titles costing more than $50 per year and back sets costing more than $500 require the approval of the Assistant Director for Resources and Technical Services.

11. Serials Acquisitions may refer requests for doubtful or borderline serial titles including back sets to the appropriate bibliographer and Assistant Director for reconsideration.

12. Requests for reading rooms and branch libraries will be handled according to the separate documents on policy and procedures for processing reading room and branch library orders, dated October 14, 1971.

13. The responsibility for designating limited file holdings for a serial title rests with the librarians who are responsible for serials selection as defined in #1.

14. Serials Acquisitions is responsible in consulation with selectors for buying microfilm back up for journals which are heavily used and frequently mutilated or lost.

15. The bibliographers are responsible for designating for display in the Periodical Room any new periodical titles ordered for the general collection.

16. Unsolicited serials received as gifts or on exchange will be referred to the appropriate serials selectors for evaluation. These publications will be subject to the same selection policies as serials obtained by purchase.

ANALYSIS OF SPEC COLLECTION DEVELOPMENT SURVEY

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF UNIVERSITY LIBRARY MANAGEMENT STUDIES
Duane E. Webster, Director

October 4, 1974

SPEC Collection Development Survey

Andrea M. Burgard

Introduction

This study was undertaken to provide information on the organization of the collection development function and the content of collection development policies in ARL libraries. Collection development is now a topic of interest to many ARL members. The O.U.L.M.S. plans to distribute this information through the SPEC clearinghouse and through a Management Supplement to be prepared by Dr. Elaine Sloan of the Smithsonian Institution Libraries. Dr. Sloan collaborated on the design of the questionaire.

The survey was mailed to the 90 ARL libraries which participated in SPEC on July 19, 1974. A follow-up letter was sent on September 5. This report is based on the 65 responses (72% return) received to date. Later responses will be included in Dr. Sloan's review.

This report deals only with the organization of the collection development function. It describes the degree of structure and formalization of the function, the role of collection development offices and committees, participation in certain collection development decisions, the form and use of policies, participation in cooperative projects and evaluation of collections.

Many respondents included comments which cannot be captured in this statistical summary. Question 10 attempted to discover the extent to which libraries have systematically evaluated their collections in order to better plan collection development. Appendix D contains most of the comments received in response to this question grouped by type of evaluation. The final question was included to identify possible future trends or developments in collection development. Many very interesting comments were received and, while they are not analyzed in the body of the report, they appear in Appendix E.

Documentation received in the course of this survey will reside in the SPEC files after Dr. Sloan has used it to prepare the Management Supplement. Like other SPEC materials it will be available for examination or loan to SPEC members and subscribers subject to certain requests for confidentiality for some documents.

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Formalization and Structure of the Collection Development Function

Eighty-eight per cent of responding libraries have structured the collection development function in either an office, a committee, or both. This includes 34 libraries (52%) which have internal collection development committees and 46 libraries (71%) which have a separate collection development office/function managed by people with assorted titles, but hereafter referred to as collection development officers. The list of these officers appears in Appendix B. Twenty-three libraries have both an officer and a committee, 23 have only an officer, and 11 have only a committee.

Sixty-five per cent of responding libraries report a formal, written collection development policy, often in form of several separate policies for different collections of different types of material. If a respondent claimed no policy but responded to questions about the use of policy or participation in policy-making, we assume that an unwritten policy exists. Table 1 shows this data in more detail.

Table 1

Existence of Collection Development Policy

no policy	14	22%
out-of-date (unused) policy	4	6%
unwritten policy	5	8%
policy being written	8	12%
written policy for part of collection	4	6%
written policy (including 19 with revision mechanism)	30	46%
	65	100%

Formulae for the allocation of materials budgets to various subjects or forms of material are a type of structuring that is of particular interest now that libraries can no longer count on yearly budget increases. Apparently Question 6 did not sufficiently define "allocation formula" as responses indicate a wide range of interpretation. The responses do imply very little use of allocation formulae, but a lively interest in the topic.

Differing degrees of structure and formalization of the collection development process may be useful in different libraries depending on such factors as the size of the library and the staff, its growth rate, the nature of the parent institution and the preferences of the staff. Normally, the ongoing expenditure of large sums for many different types of material within a complex organization does require a certain amount of structure and formalization if accountability is to be maintained.

In this analysis the existence of a collection development officer and a collection development committee are taken to be evidence of a structured collection development program. We define formalization of the function as a published collection development policy and public recognition of those responsible for carrying it out.

Several libraries have both collection development officers and committees and written policies with update mechanisms. They may be said to have both very structured and very formalized collection development functions. Two others, both at smaller private institutions, lack the structure, yet have written policies and a defined group of decision makers. Several libraries have a full collection development structure, yet no written policy. Some of these have small, well-defined groups of people making decisions about collection development, but others give authority to many people. Many of these libraries are also in private institutions. Most libraries have some structure and some formalized decision making. Only four respondents show no evidence of either. Table 2 lists the libraries which have the most formalized and the most structured collection development processes.

Table 2

Most Formalized and Most Structured Collection Development Processes

Very Formalized & Very Structured	Very Structured & Informal	Very Formalized & Unstructured
Univ. Alberta	Cornell Univ.	Brown Univ.
Brigham Young Univ.	Duke Univ.	Georgetown Univ.
Univ. Calif. - Davis	Univ. Rochester	
Univ. Calif. - Santa Barbara	Smithsonian Inst.	
Univ. Chicago	Tulane Univ.	
Iowa State Univ.	Wayne State Univ.	
Library of Congress		
Univ. Massachusetts		
Nat'l. Agric. Library		
Nat'l. Lib. of Canada		
New York Public		
Univ. Texas - Austin		
Univ. Washington		

Role of Collection Development Officer

Of the 46 collection development officers 72% (33) report directly to the head of the library, and the remainder to a second-level administrator. Three-quarters of the officers are in line positions, most often managing bibliography or acquisitions departments. Job descriptions for collection development officers, organization charts, and the officers' titles were

used to prepare Table 3, which shows the types of units which are administratively responsible to collection development officers.

Table 3

Organizational Relationships of Collection Development Offices in Line Positions

10	bibliography (U.B.C., U.C.S.D., Chicago, U. Col., Duke, Iowa St., N.L.C., U.N.C., Stanford, Temple, Wash. U. - St. Louis)
9	acquisitions (Brigham Young, U.C.D., Dartmouth, Illinois, N.L.M., Northwestern, Princeton, U. Va.)
3	bibliography & special collections (Texas - Austin, Tulane, Yale)
2	reference (Cincinnati, L.C.)
2	reference & bibliography (U. Mass., N.A.L.)
2	broad operational responsibilities (Penn. State, Georgia)
2	insufficient information provided (Cornell, Syracuse)
1	gifts & exchange (Harvard)
1	gifts & exchange and acquisitions (Princeton)
1	gifts & exchange and special collections (Pittsburgh)
34	

Job descriptions of collection development officers and responses to questions which asked who participates in certain collection development decisions show that in four libraries the collection development officers dominate the collection development process. In nine other libraries the officers appear to be part of a small, stable group of people who make collection development decisions. In general, it appears that collection officers more often have authority in selecting materials to purchase in accordance with a given collection policy and a given materials budget than they have authority to allocate funds within that budget or to devise that collection policy. At the other end of the continuum, seven libraries seem to limit the authority and role of their collection officers, giving them no real authority.

Role of Collection Development Committee

Where committees exist their members are usually appointed by the head of the library, sometimes aided by an advisory group. Less frequently, membership is automatic with certain positions of responsibility for collection development. Occasionally members are elected or appointed by the collection development officer.

Such groups seem often to function more as communication and problem-solving devices for those involved in selection than as foci of authority,

although certain members are often very powerful forces in collection development decision-making. Three libraries report committees which are unusually strong.

Decision Processes in Collection Development

This section deals with who participates, and to what degree, in the development of the collection policy relating to what types of materials to buy, in the allocation of the library's materials budget to different types of materials, and in the selection of specific items for purchase. This section also covers the task of monitoring dollars spent on purchases so that the allocation of funds to specific areas are followed.

Questions 2, 3, 4, and 7d gathered this data by requiring respondents to tell whether each of ten individuals or groups (e.g. reference librarians, director) participate in a decision at all*, and if so whether to some extent, to a large extent, or whether they alone make that decision. Thus for each decision at each library information was provided on who participates the most and who the least. If the group which participates the most includes four or more of these individuals or groups, then authority in that matter is defined in this analysis as diffuse. If the group which participates the most includes three or fewer of these individuals or groups, then authority in that matter is defined for this analysis as concentrated. When authority is concentrated, the group which participates the most is called most influential in that decision.

Fund Allocation for Collection Development

Forty-eight of the 61** responding libraries (80%) concentrate the authority to allocate funds for materials in a most influential group. The other 13 libraries diffuse this authority. Table 4 shows the membership of the most influential group when authority is concentrated.

Table 4

Frequency of Inclusion in Most Influential Group Among Libraries Where Allocation Authority is Concentrated (N = 48)

	times included	% of libraries included
director	35	73%
collection development officers	17	35%
acquisitions and/or serials librarians	9	19%
branch and/or reference librarians	9	19%
collection development committee	6	12%
faculty	5	12%
other	1	2%
catalog librarians	0	-

* For range of choices see questionnaire in Appendix A.

** Four of the 65 responding libraries do not participate in the budget process in terms of allocation of funds for library materials.

In 17 of these 48 libraries the most influential group is composed solely of the director, in five of the collection development officers, and in four libraries of the two combined, so that the director and collection development officer control allocation in 54% of libraries where authority is concentrated. The other 22 libraries show 17 assorted configurations.

In 12 cases the library director does not participate in the most influential group and in 17 cases no librarians other than the director are included. In 45 cases the teaching faculty are excluded, and never alone comprise the most influential group.

Of the 31* libraries which have collection development committees 17 include their committees among the most influential group, and of the 43* which have collection development officers, 24 are included. Twenty* have both committees and officers, and 4 exclude both. In nine of the ten cases where officers are not included, allocation is controlled exclusively by the director. A similar pattern does not emerge where committees or both officers and committees are not included.

Collection Development Policy Formulation

Seventeen libraries have not formulated a policy and two others did not respond to Question 7d although there is evidence that they do have formal policies. While it was intended that Question 7d refer to written policies a few libraries which do not have them answered, presumably in reference to unwritten policy. Of the 46 respondents 28 (61%) concentrate participation in policy development and in the remaining 18 libraries participation is diffuse.

As shown in Table 5, participation in policy-making is distributed somewhat differently than participation in allocation. There is no most common configuration of the most influential group. The most frequent is the collection development officer acting alone, with four examples.

Table 5

Frequency of Inclusion in Most Influential Group Among Libraries Where Policy-Making is Concentrated (N = 46)

	times included	% of libraries included
collection development officer	13	46%
director	11	39%
branch and/or reference librarians	10	36%
collection development committees	9	32%
acquisitions and/or serials librarians	7	25%
faculty	5	18%
catalog librarians	0	-

* Libraries which do not allocate materials funds have been subtracted.

The remaining 24 cases are distributed over 18 other patterns. The director and/or collection development officer control policy development in only 2?% of libraries where authority is concentrated. The director alone comprises the most influential group only twice, and is not included at all in 17 cases. In only two cases are no librarians other than the director included. The faculty is excluded 23 times and once is alone in the most influential group.

Twenty of the 28 libraries which concentrate policy formulation also have collection development officers. Fourteen of them include their officers in the most influential group. Of 15 which have committees, 8 are included, and of 11 with both officers and committees, nine include both.

Materials Selection for Collection Development

In 50 libraries (77%) materials selection is concentrated. Table 6 shows the frequency of inclusion in the most influential group.

Table 6

Frequency of Inclusion in Most Influential Group Among Libraries Where Materials Selection is Concentrated (N = 65)

	times included	% of libraries included
branch and/or reference librarians	33	66%
collection development officers	25	50%
faculty	18	36%
collection development committee	7	14%
director	5	10%
acquisitions librarians	3	6%
other	1	2%
catalog librarians	0	-
serial librarians	0	-

The composition of the most influential group for selection is quite variable. The collection development officer and/or branch/reference librarians comprise the most influential group in 34% of the libraries where such authority is concentrated, with the other 33 libraries scattered over 23 other patterns. Faculty alone constitute the most influential group in three libraries, but are not part of it in 32 others. The library director is alone in the most influential group once and is excluded in 45 libraries. Branch librarians and collection development officers are included equally often (50%).

Of libraries which concentrate materials selection authority 35 have collection development officers and 25 of those officers are included in the most influential group. Seventeen of 24 collection development committees are included in the most influential group, but of 13 libraries with both officers and committees, only 5 include both.

Monitoring Expenditures for Materials

Monitoring is usually considered a technical task and often performed within acquisitions departments or in branches as materials are ordered. The library director often retains ultimate responsibility for this function, although it sometimes rests with a collection development officer.

Concentration/Diffusion of Authority

When viewed in terms of the concentration or diffusion of authority, for all collection development decisions taken together, the 65 responding libraries form a distribution which is rather more concentrated than diffuse, although the largest group have almost equal numbers of concentrated and diffuse characteristics. See Table 7. Appendix C shows the libraries which appear in each category.

It is beyond the scope of this analysis to correlate formalization, concentration/diffusion and the role strength of collection development officers and committees, although such analysis is needed. Some observations can be made from a simple scan of the data:

- a great deal of formalization is not necessary to a focussed collection development program; nor does it obviate a diffusion of authority.
- all of the programs with very concentrated decision-making arrangements also have very strong collection development officers.

Use of Collection Development Policy

Thirty-four libraries responded to Question 8, including two whose policies are still under development. Most of the non-respondents have no policy in use. As shown in Table 8, clarification of a library's goals and objectives and guide for the selection of materials are clearly felt to be the most important uses of the collection development policy.

Table 7

Concentration/Diffusion of Collection Development Authority Among Responding Libraries

(Fund Allocation, Materials Selection and Policy Formulation)

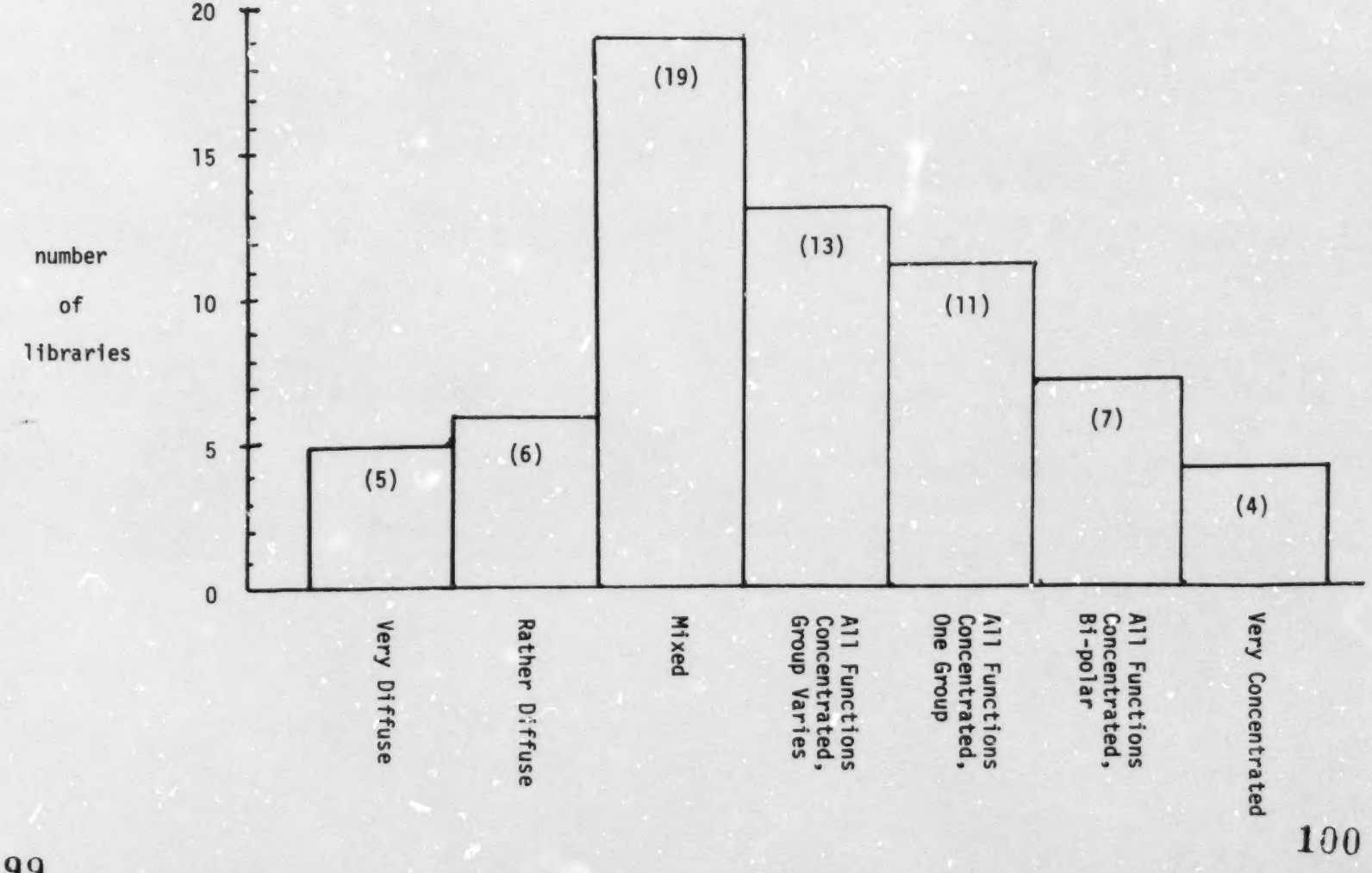

Table 8

Ranked Uses of the Collection Development Policy

Use	No. of times ranked first	No. of times ranked 2nd	No. of times ranked 3rd	No. of times ranked 4th	No. of times ranked 5th
guide for selection of materials	16	10	5	2	3
guide for allocation of book funds	3	8	13	10	3
clarify library's goals and objectives	21	7	4	3	1
demonstrate needs to funding sources	0	8	8	11	9
clarify collection policy to users	3	6	11	6	10

other uses named by respondents:

1 - use by blanket order dealers
1 - aids location of materials in multi-library system.

Cooperative Programs

Most responding libraries have cooperative collection development programs with other libraries. Forty-seven libraries (72%) now have such arrangements, and three others report that they are considering the move.

Collection Evaluation

Seventy-two per cent of the respondents have also attempted some systematic evaluation of their collections. Comments received in response to this question appear in Appendix D.

APPENDIX B.1

Collection Development Officers

Institution	Name	Title
Univ. Alberta	Mr. O.B. Murray	Coordinator of Collection Development
Brigham Young Univ.	Mr. A. Dean Larson	Assistant Director for Collection Development
Univ. British Columbia	Mr. Robert M. Hamilton	Assistant Librarian for Collections
Univ. California - Davis	Mr. Nelson A. Piper	Assistant University Librarian - Collection & Acquisitions
Univ. California - Dan Diego	Ms. Georgina C. Peyton	Collection Development Coordinator
Univ. California - Santa Barbara	Ms. Martha H. Peterson	Associate University Librarian - Collections
Univ. Chicago	Mr. Stanley E. Gwynn	Associate Director for Collection Development & Subject Services
Univ. Cincinnati	Mr. Joseph Weeks	Head of Information Services
Univ. Colorado	Mr. William H. Webb	University Bibliographer
Cornell Univ.	Mr. Hendrick Edelman	Assistant Director
Dartmouth College	Mr. William B. Meredith	Associate Director of Library Services
Duke University		Assistant Librarian for Technical Services
Univ. Georgia	Ms. Joanne Harrar	Associate Director of Libraries
Harvard Univ.	Ms. Maria Grossman	Librarian for Collection Development
Univ. Illinois	Mr. Robert W. Oram	Associate University Librarian
Univ. Iowa	Mr. Frank S. Hanlin	Bibliographer
Iowa State Univ.	Mr. John E. Galejs	Assistant Director for Resources

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Joint University Libraries	Ms. Frances Hardie	Assistant Director for Collections
Library of Congress	Mr. John Charles Finzi	Assistant Director for Library Resources
Univ. Maryland	Mr. Robert L. Beare	Assistant Director for Collections
Univ. Massachusetts	Mr. Siegfried Feller	Chief Bibliographer and Associate Director for Collections & Resources
Univ. Minnesota	Mr. James Kingsley	Assistant Director for Collections Development
National Agricultural Library	Mr. Robert W. Butler	Head, Selection Section
National Library of Canada	A. Preibish	Director, Collections Development Branch
National Library of Medicine	Mr. Frank Libersky	Asst. to the Chief, Technical Services
New York Public Library	S.P. Williams	Assistant for Resources
Univ. North Carolina	Mr. Harry Bergholz	Head, Bibliographical Services Division
Northwestern Univ.	Vacant	Assistant University Librarian for Collection Development
Pennsylvania State Univ.	Mr. Murray S. Martin	Associate Dean
Univ. Pittsburgh	Vacant	Coordinator of Library Resources
Princeton Univ.	Mr. Alexander D. Wainwright	Assistant University Librarian for Acquisitions
Rice University	Mr. Rodney R. Borlase	Collection Development Coordinator
Univ. Rochester	Mr. Claude C. Noyes	Head, Collection Development, Acquisitions
Rutgers University	Mr. Francis A. Johns	University Bibliographer
Smithsonian Institution	Ms. L. Frances Jones	Deputy Assistant Director for Bureau Services
Stanford Univ.	Mr. Elmer M. Grieder	Associate Director for Resources

Syracuse Univ.	Mr. Metod M. Milac	Assistant Director of Libraries
Temple Univ.	Ms. Jean Boyer	Chief of Collection Development
Univ. Tennessee	Ms. Olive H. Branch	Collection Development Librarian
Univ. of Texas - Austin	Mr. Harold W. Billings	Associate Director of General Libraries, Collection Development
Tulane Univ.	Mr. Robert Patterson	Assistant Director for Collection Development, Head of Special Collections
Univ. Virginia	Vacant	Acquisitions Librarian
Univ. Washington	Mr. Peter Demery	Head, Acquisitions Division
Washington Univ. (St. Louis)	Mr. Kenneth Nabors	Principal Bibliographer
Wayne State Univ.	Mr. Paul F. Breed	Bibliographer
Yale Univ.	Vacant	Associate Librarian for Collection Development

Concentration/Diffusion of Collection Development Authority
(Fund Allocation, Materials Selection, Policy Formulation)

Very Diffuse (5)

Univ. Alberta
Brigham Young Univ.
Penn. State Univ.
Univ. Rochester
Univ. Virginia

Rather Diffuse (6)

Univ. Cal. - Davis
Univ. Cal. - Santa Barbara
Princeton Univ.
Stanford Univ.
Texas A & M Univ.
Wayne State Univ.

Mixed (19)

Univ. Alabama
Univ. Arizona
Univ. Cal. - San Diego
Univ. Cincinnati
Cornell Univ.
Duke Univ
Univ. Illinois
Univ. Maryland
National Library Medicine
Norhtwestern Univ.
Oklahoma State Univ.
Univ. Pennsylvania
Rutgers Univ.
Smithsonian Inst.
Southern Illinois Univ.
Univ. Syracuse
Univ. Washington
Washington Univ. (St. Louis)
Yale Univ.

All Functions Concentrated, Group Varies (13)

Brown Univ.
Univ. Colorado
Univ. Connecticut
Indiana Univ.
Univ. Iowa
Iowa State Univ.
Louisiana State Univ.
Univ. Minnesota
Univ. Missouri - Columbia
New York Public
Univ. North Carolina
Rice Univ.
Univ. Texas

All Functions Concentrated, Bi-polar (7)

Arizona State
Dartmouth College
Florida State Univ.
Univ. Georgia
Harvard Univ.
Univ. Oregon
Tulane Univ.

All Functions Concentrated, One Group (11)

Univ. Chicago
Georgetown Univ.
Joint Univ. Libraries
Library of Congress
Massachusetts Inst. Tech.
National Agricultural Library
Univ. Nebraska
New York State
Purdue
Temple Univ.
Univ. Tennessee

Very Concentrated (4)

Univ. British Columbia
Univ. Massachusetts
National Library - Canada
Univ. Pittsburgh

Question 10: Has your library attempted to evaluate systematically its collection or a portion of it?

EVALUATION BY MULTIPLE METHODS

- Each library has evaluated parts of its collection; the process may be a continuing survey or an evaluation of a specific subject area in response to a particular demand.

- During recent years evaluations have appeared in several printed reports (not available)

  "In-house" evaluations (not available):

  1. A computerized tabulation of use of assigned titles in the undergraduate library.
  2. Latin American collections

- "Systematically" may be too strong a term. As part of our development of selection policies, perhaps six or seven bibliographers wrote descriptive essays detailing the strengths and weaknesses of subject collections under their individual control. We have perhaps 15 of such. The utility varies, but the best are thoughtful and quite helpful. In another exercise, all bibliographers sought to compare our holdings in their fields with the holdings of other major collections -- necessarily in tentative and rather general terms, since reliable data is scarce; this was useful primarily in getting bibliographers to think in terms of strengths and weaknesses. We prefer to keep the documents for both the above studies for internal use until we have refined them.

- The Library has evaluated facets of the collection by checking holdings against standard bibliographies, consulting with faculty, and seeking the advice of outside consultants.

- Required by State Council on Higher Education in connection with proposed Graduate Programs. Process includes shelf-list measurement; comparison with standard bibliographies and/or holdings of other libraries. Comparison of expenditures with those of other libraries; surveys of faculty evaluation of collections, etc.

- There was an overall evaluation by local staff plus some outside specialists a few years ago.

  (1) Each library section or subject division in the system is expected to evaluate itself with the aid of depts. and other clientele served.

  (2) Responsibility for the evaluation and maintenance of their specific areas of the library collection is assigned to the subject area specialists, branch librarians, reference and undergraduate librarians. They do work with the faculty and students who are interested.

- 1) Quantitative - Shelflist measure, giving raw nember of titles and percentage composition for entire collection; 2) Inquiries to faculty; 3) Checking of standard bibliographies (by discipline); 4) checking of specially prepared bibliographies (by discipline).

- We have experimentally (attached are results) used both quantitative and subjective approaches. Also, with faculty help we have developed collections to meet requirements stemming from new course offerings.

- 1) Quantitatively - counting shelf cards,etc. Reducing them to number of volumes and comparing with other libraries.
  2) Qualitatively - checking against bibliographies holdings listings, etc.

EVALUATION BY REFERENCE TO INSTITUTION'S GOALS AND OBJECTIVES

- To evaluate according to a recent article in LIBRARY RESOURCES AND TECH SERVICES we have not done. However, the Collection Development Officer, when she was employed, definitely and continually evaluated the collection in regard to the curriculum, the growth and proposed growth of the student population, the fields of graduate study, etc.

- The Library holdings in various subject fields are evaluated as new advanced programs are proposed. The Library's recommendation is forwarded to the campus' Graduate Council, not to the academic department sponsoring (or offering) the program. There has not been sufficient time to conduct an overall evaluation of the library's collection.

- Continuous evaluation of collections is carried out by reference/subject specialists using updated criteria of university's teaching and research priorities.

- The collections are continually evaluated in relation to new curriculum offerings and to the research needs of new faculty members. There is an active weeding program in progress which often results in an evaluation of materials in a particular subject area.

- Generally evaluation of areas of the collection is done when the university requests special funds from foundations or other source of funds to support teaching and intesnive research in a field that represents new emphasis.

EVALUATION BY QUANTITATIVE METHODS

- By number of titles in each of the classifications in the Dewey and in the L.C. classification schemes - a quantitative assessment.

- No, However, a shelf list count has been started which may give us some indication of growth and may be sued in evaluation procedures.

- Several evaluations were completed in the past. At present a systematic quantitative evaluation of collections is being undertaken.

EVALUATION BY COMPARISON WITH STANDARD BIBLIOGRAPHIES

- The Downs Survey. Three libraries report subsequent checking of bibliographies vs holdings. More recently we have been involved in a subscription cancellation program to reduce the number of duplicate or multiple subscriptions and reduce the number of borderline titles.

- Portions, such as Ref. Colls., and some subject colls. (Art, Architecture, etc.) have been checked against standard lists and bibliographers within the past 5 years.

- In the past, very briefly, by checking subject bibliographies. Beginning this year the checking of subject bibliographies will be pursued as part of an overall assessment of certain advanced degree programs.

- Bibliographers conduct continuous programs of evaluation in specific areas by comparing holdings against critical bibliographies and standard lists.

Standard Bibliographies, Cont'd.

- We are planning on systematic methods for review of major subject areas of collection; we have reveiwed various subjects and geographic listings.

- Primarily by checking its holdings in certain areas against bibliographies.

- The Bibliographer has surveyed various areas by checking such tools as: American Historical Association's Guide to historical literature; Martha Church, A basic geographical library; Jose Topete, A working bibliography of Latin American literature, Robert Harmon, Political science, a bibliographical guide; etc. Efforts have been made to obtain lacking publications.

- This is done mainly by (a) consulting standard lists, etc., and (b) checking against course reading lists.

- In 1968, checked Library holdings against Treyz & Voight BOOKS FOR COLLEGE LIBRARIES.

  Spot-check selected subject portions of CHOICE & other listings against holdings.

  Check specialized and comprehensive subject bibliographies against library holdings (e.g., American Institute of Physics "Basic List" revised edition; sections of Katz: Magazines for Libraries)

- Checking against standard bibliographies.

- Portions of the collection have been checked against standard bibliographies but a complete survey has not been done.

EVALUATION OF SPECIAL AREAS REPORTED

- Surveys of portions of the collections by subject, format, etc. are conducted when necessary and feasible.

- We have for specific subject areas acquired the services of consultants, checked subject bibliographies against our holdings, etc.

- Portions of the collection are examined by the bibliographer involved on a regular basis.

- The attempt to formulate policy in 1970 was based on collection surveys of the main Humanities and Social Science areas in Hillman. Since that time, bibliographers have surveyed some very specific areas when needed but no general survey has been done.

- Several curators have surveyed subject collections; e.g., Lat Am Linguistics, Russian Language holdings, etc. Hoover Inst. has published many surveys.

- Evaluations of portions of the collection are among the duties of library bibliographers. Attached is a sample of a report on one subject.

- Working now on systematic surveying and weeding collection by subject areas.

- The collections are evaluated on a systematic basis by outside evaluation teams brought to campus to evaluate all aspects of a doctoral program. About four or five fields are examined each year. These evaluations are conducted under the direction of the Graduate Council, of which the Dean of Library Affairs is an ex officio member. In addition, we have conducted a number of staff self-studies over the years.

Special Areas Reported, Cont'd.

- 1. Religion and Philosophy Collection, formerly separate, was incorporated into General Collection. Weeding was done and new collecting policies were established to reflect change in emphasis.

  2. Black Studies Collection (not separate) was evaluated by outside consultant.

- Although there has been no general study in recent times, special collections and portions of the general collection are frequently evaluated. These studies are more or less intensive, depending on the particular situation. Typically, the merging of two library units is cause for intensive study. Budgetary pressures lead to rigorous examination of serials coverage.

- We are currently attempting to evaluate certain subjects (e.g. Latin American History; Philosophy Periodicals) but the documentation on these is in draft form only.

- One portion only i.e., Central European materials, spring and summer, 1974.

OTHER

- Informal evaluations have been made, as subject bibliographers have been assigned and have attempted to familiarize themselves with the areas for which they are responsible. These evaluations have been more "learning" experiences for the personnel involved than full-fledged, reliable, systematic surveys.

- Last done systematically and exhaustively in 1940.

Other, Cont'd.

- The Guide to The Reference Collections of The New York Public Library (New York, The Library, 1941) describes and evaluates the holdings of The Research Libraries as they were at that time. It is out of print; no copies are available.

  The Guide to The Research Collections of The New York Public Library (Chicago, Ill., ALA. 197-?) is an updating and complete revision of the above title. Its publication date is still uncertain.

- The Bibliographical Section, comprising the area specialists mentioned above, is responsible not only for recommending purchases, but also for reviewing the collection to evaluate their reletaive strengths and to recommend weeding materials where appropriate.

- During 1973-74 an ad hoc "Library Collections Committee" was appointed to evaluate the collection as part of a larger long-range planning study. The report of this committee, dated March 31, 1974, was forwarded to ARL.

- Several bibliographers have reviewed holdings for significant lacunae, sets which should be completed, titles which shall be withdrawn. Faculty members have been helpful, but less than a third has been received to date.

- Librarians involved in collection development and faculty or departments have reviewed and evaluated portions of the collection. No group by itself can do this. This type of review needs to be regularized, be a joint effort of library and faculty, coordinated through the appropriate bibliographer.

- Not successfully.

- Surveys of collection via sampling.

SPEC COLLECTION DEVELOPMENT SURVEY

Question 11: Describe briefly any needed or planned changes in the organization and operations of collection development in your library:

- A committee of bibliographers plus the Head of Cataloging and the Head of Acquisitions, has been studying the collection development function. In addition, the Library's Administrative Committee has been studying the needs at the top administrative level. Neither committee has completed its work but it seems clear that both think a collection officer is required for overall direction of selectors, and both think it is not a full-time responsibility but should be combined with other functions. There also is a tendency to feel that the chief collection development officer should not himself be one of the major selectors -- this to keep him honest re. fund allocations. It appears that we will continue to have an officer who will plan, direct and follow up on the efforts of the bibliographers; what is uncertain is how those responsibilities will be combined with other activities to meet library needs.

- Under study by a committee of the library.

- There will be more emphasis on developing close ties with various reference departments.

- Collection scope notes are being developed even though the University's policy for support of instruction/research remains rather fluid. There will be more than one statement. Partail statements exist currently in a variety of fields of course but they are not at the point where they could be useful as models or exhibits.

- We are about to embark upon much more systematic collection analysis and development program.

- In process: Conversion from part-time contributed help from all areas of library staff to greater reliance upon full-time subject-oriented collection development staff. Objective: 4 full-time CD librarians with contributed "selection"assistance from another 10 or so.

- We will work toward developing a program of shared collection development with other consortium participants to increase the resources of the consortium as a whole. This will mean that existing collection policies will be reviewed and modified as agreement is reached with other members of the consortium. These agreements will probably take the form of an assignment of collection responsibility between the members of the group.

- In the past year, an informal committee has met on a weekly basis to make decisions on English-language purchases and subscriptions. We regard this as the beginnings of a collection development committee, to be joined in the coming year, as appropriate, by the subject bibliographers (chiefly language and area studies).

- We expect to appoint in 1975 a collection development officer.

- We have recognized the need for collection evaluation and development and related selection policies, and have only recently started a formal program to accomplish these objectives. We are currently working on several areas and have identified certain priority subjects. The Acquisition Librarian is drafting basic policies and submitting them to the academic departments for review and discussion. The final policies will be reviewed and approved by the University Librarian. We are using Stanford U.'s written selection policies as a guide.

- We need to develop selection policies for all subjects and forms of material -- hope to begin this during the present academic year. We need to gain better knowledge and then control of patterns of expenditures -- this will come with newly instituted coding system developed for that purpose. In keeping with efforts to reorganize a substantial portion of the staff into subject units responsible both for collection development and in-depth reference assistance, we need to both expand and refine the subject areas so covered (i.e. We need more qualified staff to handle subject areas which should be separated out into individual units as opposed to being included within a group of related subjects.)

- No basic changes are anticipated this year; however, full and careful analyses of our current operations will be made during the year in order to evaluate their effectiveness.

- The Library hopes to increase the number of staff assigned to collection development work, e.g., 1 or 2 more collection development librarians and additional support staff to the unit. This library anticipates the assignment of collection development specialists (working in conjunction with the faculty) to the selection of materials currently held by the Library for possible storage and/or withdrawal.

- The new collection development policy will incorporate many changes; the old policy is hardly used at this point.

- We are at the beginning. I have requested and am collecting collection development policies from some other ARL libraries as a start. I have also engaged a consultant to visit and teach a seminar to the Library Faculty this fall on collection development. For the future, we are planning to approach our legislature with a library budget emphasizing collection development and cooperative programs for state institutions. Thus, we are seeking funding for a bibliographic (collection development) section for the 1975-77 biennium.

- A shift in emphasis from the Acquisitions Department toward the Public Services Departments is planned.

- Need an acquistions policy having Library, faculty, and campus administration approval.

- No changes contemplated.

- Hope to eliminate many separate faculty allocations and transfer major responsiblility for collection development to the library (reference/ bibliographies). Hope for closer liaison with academic planning units.

- The advent of a new director and the establishment of a collection development committee should initiate much thought and direction to the active development of the collection.

- Hope to begin working on a policy statement.

- No major changes are anticipated.

- Organize and implement the goals outlined in the new constitution for collection development. Develop a collection policy statement(s) for the library system. Develop criteria for distribution (allocation) of the library materials budget. Consider and employ a planning and collection development officer for all of the University Libraries. This person would help coordinate the selection roles of the regional campus librarians with the central library and further explore the development of cooperative efforts between the four state universities.

- Member of Center for Research Libraries, ARL Foreign Newspaper Project and Foreign Gazette Project.

- Hope to have a collection development policy in operation within the next year.

- We are developing a systematic plan for review of collection.

- The Collections Development Branch has been in existnece only since 1972; therefore, its tasks are numerous, and its organization is still crystallizing. There will, of course, be changes depending on the needs to coordinate the National Library's collections with those of Federal Government libraries and other research libraries throughout the country. To this purpose the Collections Development Branch has a Resources Survey Division performing surveys of collections in the country either by subject or by type of materials.

- As a result of an MRAP study undertaken during the past year, a written collection development policy will be produced this year.

- Our acquisitions policy needs to be revised. We are also planning to develop separate acquistion policies for reading rooms and one branch library. Soon our library will have an Assistant Director for Technical Services. The Assistant Director for Resources is now responsible only for collection development.

- None at present.

- The Bibliographer has suggested that plans be made for systematic collecting, utilizing both purchase and gift/exchange methods. Bibliographers (i.e. persons with subject and language knowledge, and book selection skills) should be placed in the Library's Subject Divisions. They should work in cooperation with a supervisory general Bibliographer.

- Both the collection development committee and the MRAP are working toward the development of a collection development activity. At this point, we do not foresee just what will be recommended. It is possible that the collection development committee will evolve into a standing committee which will coordinate collection development. Our general trend seems to be to assign selection responsibility to subject and "level" specialists in public service units.

- No changes in principle, although methods and procedure are flexible and subject to modification; a major change of this kind was the shift from PW Weekly Record (+secondary listings) as our primary bibliographic source in book selection to printed citations from MARC tapes -- and all that this implies, including manipulation of data in a variety of ways and a more efficient total process from selection to ordering to cataloging to the user.

- Four librarians of the 11 completing questionnaires thought it would be helpful to have a written collection development policy.

- Head, Collection Development and Acquisitions is a new position.
Will be responsible for developing organization and policies for systematic long-range Collection Development and Acquisitions policies.

- I am not aware of any changes being planned in the organization of our collection development process but we are studying our policies to determine what they are in principle and in practice and to produce written statements of these policies. We are also developing criteria for the allocation of our book and journal funds.

- With retirement of present Assoc. Director for Coll. Development there may be changes but they are not yet crystallized. A 1-year appointment of a Curator for Medieval Materials will occur this fall to meet special needs; one or more curators may be added in time, as money permits; some special assistance now in RDP may be transferred to Acquisition Department in the future. The present system has worked very well and any changes will be undertaken only after the most careful appraisal of probable effects.

- We are presently considering the codification of our numerous memoranda of agreement into a single acquisitions policy statement. But, frankly, both the staff and faculty have been satisfied with the present arrangement, which has been effective in building a research library of approaching two million volumes in the course of two decades. As budgets become more restricted, however, and as we must narrow our acquistions policies, we expect that a more formal statement will be needed. We have already done this for rare books and manuscripts.

- Bibliographers should use their expert subject and bibliographic knowledge to give special reference assistance. It is probably also desirable to tap the expertise of other Library staff not now involved in the Selection Process.

- Since this office was established July 1, 1974, we must omit any references to changes.

- Acquisitions functions which are presently part of monographic unit are being transferred to collection development for better coordination of related activities. Serials acquisition functions remain in the serials unit.

- We appear to be moving into a period when funding will allow options and then a formal policy will become valuable.

- Collection development is at its earliest stages of development, with very little having been done to date other than to discuss what will be required to get such an activity under way, and to form groups and committees in the library to begin the process.

- If we were able, we would appoint a specialist to build our Slavic collections.

- To speed up work of the Collection Policy Committee in order to finish it by the next academic year (1975/76).

- Plan to reinstate collection development officer position.

- A collection development committee has been established which is attempting to develop guidelines in discrete areas in order to define Library's responsibility. What seems to be emerging from these efforts are two kinds of statements: policy statements relating to types and formats of publications (e.g. indexed, newspapers), and subject statements (e.g. linguistics, film).

- We hope to establish better lines of contact between specialists and other selectors through the office of collection development, which may be a part-time function of the Chief of Acquisitions. Further recommendations are expected from MRAP.